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DENISE LEE
Deputy Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Phone: (916) 263-3804
Fax: (916) 263-3779

Website:
<http://www.headstart.seta.net>

Thought of the Day: "Courage gives you the power to face difficulties and the ability to rise above your present reality."

Author: Esteemed Human Development International

**REGULAR MEETING OF THE HEAD START
POLICY COUNCIL**

DATE: Tuesday, March 27, 2012

TIME: 9:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

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 - Introduction of Newly Seated Representatives
 - ➔ Introduction of CFS Quality Assurance Unit: Monica Avila, Monica Barber, Heather McClellan Brandusa, Valerie Powell, Cami Saling, Judy Weber, by Ms. Melanie Nicolas, Program Officer, Supervisor, and Ms. Brenda Campos, Manager
- II. Consent Item**
 - A. Approval of the Minutes of the February 28, 2012 Regular Meeting 4-7

III. Action Items

- A. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957** 8
- Approval of Eligible List for: 1) Early Head Start Educator; 2) Family Services Worker, Range II; 3) Family Services Worker, Range III; and, 4) Site Supervisor
 - ➔ Report out of Closed Session
- B. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start 9-12
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IV. Information Items

- A. Standing Information Items 18-47
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 - Parent/Family Support Unit Events and Activities: Ms. Coventry St. Mary
 - Parent/Staff Recognitions: Ms. Coventry St. Mary
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
 - National Head Start Association (NHSA) Parent Training Conference Reports (attached): Ms. Amber Taylor, Ms. Socorro Gutierrez, and Ms. Rebecca Lewis
 - California Head Start Parent Conference (CHSA) Reports (attached): Ms. Reina Florez, Ms. Vivian Gutierrez, and Ms. Trina Pelton
 - Officer Training Report: Ms. Coventry St. Mary
 - Community Resources-Parents/Staff: Ms. Coventry St. Mary
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- Elk Grove Unified School District
 - River Oak Center for Children
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V. Committee Reports 70-73

- A. Executive Committee: Ms. Coventry St. Mary
- B. Budget/Planning Committee: Ms. Coventry St. Mary and Ms. Nadezhda Ruelas
- C. Personnel/Bylaws Committee: Ms. Vivian Gutierrez, Ms. Rebecca Lewis, Ms. Coventry St. Mary, and Ms. Socorro Gutierrez.
- D. Social/Hospitality Committee: Ms. Reina Florez, Ms. Nadezhda Ruelas, Ms. Carolyn Wilson, Ms. Willie Jean Peck, and Ms. Coventry St. Mary

- E. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Committee (AKA Customer Service/Attendance Subcommittee): Ms. Connie Wallace and Ms. Socorro Gutierrez
 - Monitoring and Evaluation Committee (AKA Self-Assessment Committee): Committee of the Whole
 - Male Involvement Committee/Community Advocating Male Participation (CAMP): Ms. Reina Florez, Mr. Frank Ybarra, and Ms. Vivian Gutierrez
- F. Health Services Advisory Committee Report: Ms. Rebecca Lewis, Ms. Amarjit Gill,
- G. Community Partnerships Advisory Committee (CPAC):
- H. Maternal, Child and Adolescent Health Advisory Board: Ms. Rebecca Lewis

VI. Other Reports

74-85

- A. Executive Director's Report
- B. Head Start Deputy Director's Report
 - Monthly Head Start Report (attached)
- C. Head Start Managers' Monthly Reports
 - Brenda Campos: Grantee Program Support Services
 - Lisa Carr, Parent/Family Support Unit
 - ❖ Countywide Parent Conference Update
 - ❖ Healthy Marriage Workshops (attachment)
 - Karen Gonzales: Child Development and Education Services
- D. Chair's Report
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, MARCH 22, 2012

Policy Council meeting hosted by:
 Coventry St. Mary, (Chair), Tamara Knox (Vice Chair), Reina Florez (Secretary),
 Nadezhda Ruelas (Treasurer), Vivian Gutierrez (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

A member of the Policy Council will call the roll for the following members:

- _____ Codie Riddick, Elk Grove Unified School District
- _____ Kiersten Gonzales, Sacramento City Unified School District
- _____ Oglá Martínez, Sacramento City Unified School District
- _____ Nadezhda Ruelas, Sacramento City Unified School District
- _____ Sarah Proteau, San Juan Unified School District
- _____ Coventry St. Mary, San Juan Unified School District
- _____ Trina Pelton, Twin Rivers Unified School District
- _____ Carolyn Wilson, Twin Rivers Unified School District
- _____ Vivian Gutierrez, WCIC/Playmate Child Development Center
- _____ Frank Ybarra, WCIC/Playmate Child Development Center
- _____ Connie Wallace, SETA-Operated Program
- _____ Socorro Gutierrez, SETA-Operated Program
- _____ Amber Taylor, SETA-Operated Program
- _____ Johnny Sanders, SETA-Operated Program
- _____ Lucero Canto, Home Base Option
- _____ Blanca Rosales, Home Base Option
- _____ Rebecca Lewis, Grandparent Representative
- _____ Reina Florez, Early Head Start (SOP)
- _____ Willie Jean Peck, Foster Parent Representative
- _____ Amarjit Gill, Past Parent Representative
- _____ Tamara Knox, Past Parent Representative

New Member to be Seated:

- _____ Apryl Strayhand, Elk Grove Unified School District

Seats Vacant:

- _____ Vacant (Anderson), SETA-Operated Program
- _____ Vacant (McCracken), SETA-Operated Program
- _____ Vacant (Diaz), Early Head Start (San Juan)
- _____ Vacant (Hendricks), Early Head Start (Sac. City)
- _____ Vacant (Juarez), Child Health & Disability Prevention Program
- _____ Vacant (Goodwin), Community Advocating Male Participation

**** Please call your alternate, the Policy Council Chair
(Coventry St. Mary: 849-2012, or Head Start Staff (Marie
Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be
in attendance. ****

POLICY COUNCIL BOARD MEETING ATTENDANCE PROGRAM YEAR 2011-2012

The 2011-2012 Board was seated on **November 22, 2011** and
January 3, 2012

BOARD MEMBER	SITE	11/22	1/3 *	1/24	2/28	3/27	4/24	5/22	6/26	7/24	8/28	9/25	10/23	11/27
L. Canto reseated 1/3	HB	X	X	X	X									
R. Florez s/b/s 1/3	EHS/SOP		X	X	E									
A. Gill Seated 11/22	PP	X	X	E	X									
K. Gonzales Seated 11/22	SAC	X	E	X	E									
S. Gutierrez Seated 11/22	SOP	X	X	X	X									
V. Gutierrez Seated 11/22	WCIC	X	X	X	X									
T. Knox Seated 11/22	PP	X	X	X	X									
R. Lewis Seated 11/22	GP	X	X	X	X									
O. Martinez Seated 2/28	SAC				X									
D. McCracken s/b/s 11/22	SOP	U	X	E	E									
W. Peck Seated 1/3	FP		X	X	E									
T. Pelton s/b/s 11/22	TR	U	X	E	X									
S. Proteau Seated 11/22	SJ	X	X	E	E									
C. Riddick Seated 1/3	ELK		X	U	E									
B. Rosales Reseated 1/3	HB	X	X	X	X									
N. Ruelas Seated 11/22	SAC	X	X	X	X									
J. Sanders Seated 1/24	SOP			X	X									
C. St. Mary Seated 11/22	OGC/SJ	X	X	X	X									

BOARD MEMBER	SITE	11/22	1/3 *	1/24	2/28	3/27	4/24	5/22	6/26	7/24	8/28	9/25	10/23	11/27
A. Strayhand	ELK				E									
A. Taylor Seated 11/22	SOP	X	X	X	E									
C. Wallace Seated 11/22	SOP	X	E	X	X									
C. Wilson Seated 11/22	TR	X	X	X	X									
F. Ybarra Seated 11/22	WCIC	X	X	X	X									

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
FOSTER	Foster Parent Representative
GRAND	Grandparent Representative
HB	Home based Option
PAST	Past Parent Representative
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

- X: Present
- E: Excused
- R: Resigned
- U: Unexcused Absence
- S/B/S: Should be Seated
- AP: Alternate Present
- E/PCB: Excused, Policy Council Business
- E/PCB: Excused, Policy Committee Business
- OGC: Outgoing Chair
- *: Special Meeting

Current a/o 2/29/12

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 28, 2012 POLICY COUNCIL
MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the February 28, 2012 regular meeting.

RECOMMENDATION:

That the Policy Council approve the February 28, 2012 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Tuesday, February 28, 2012
9:00 a.m.

I. Call to Order/Roll Call/Review of Board Member Attendance

Ms. Coventry St. Mary called the meeting to order at 9:08 a.m. and read the Thought of the Day. Ms. Connie Wallace will serve as Secretary and called the roll.

Members Present:

Nadezhda Ruelas, Sacramento City Unified School District
Coventry St. Mary, San Juan Unified School District
Carolyn Wilson, Twin Rivers Unified School District
Trina Pelton, Twin Rivers Unified School District
Vivian Gutierrez, WCIC
Frank Ybarra, WCIC
Socorro Gutierrez, SETA-Operated Program
Johnny Sanders, SETA-Operated Program was seated.
Connie Wallace, SETA-Operated Program
Lucero Canto, Home Base Option
Blanca Rosales, Home Base Option
Rebecca Lewis, Grandparent Representative
Tamara Knox, Past Parent Representative
Amarjit Gill, Past Parent Representative

New Members Seated:

Ogla Martinez, Sacramento City Unified School District was seated.

New Member to be seated but Absent:

Apryl Strayhand, Elk Grove Unified School District (excused)

Members Absent:

Codie Riddick, Elk Grove Unified School District (excused)
Sarah Proteau, San Juan Unified School District (excused)
Devon McCracken, SETA-Operated Program (excused)
Kiersten Gonzales, Sacramento City Unified School District (excused)
Amber Taylor, SETA-Operated Program (excused)
Reina Florez, Early Head Start (SOP) (excused)
Willie Jean Peck, Foster Parent Representative (excused)

II. Consent Item

A. Approval of the Minutes of the January 24, 2012 Regular Meeting

There was no discussion.

Moved/S. Gutierrez, second/Gill, that the Policy Council approve the minutes of the January 24, 2012 meeting as distributed.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (St. Mary)

III. Other Reports

A. Head Start Deputy Director's Report

✓ Monthly Head Start Report

Ms. Denise Lee reported that there are no major updates for federal or state funding. Any expansion that was received will remain in SETA Head Start's base grant. Staff is in the process of writing the 2012-2013 grants which are due May 1. Staff is working on the narrative part of the grant application, which will be presented to the Policy Council for approval on April 24.

Ms. Lee stated that there is no new information on potential cuts for California Department of Education (CDE) funding for full-day models. There may be a way to adjust the budget if cuts do occur. Staff will know more about the funding later but planning for the next year is being done around full funding.

Ms. Lee reviewed the delegate enrollment report; full enrollment is crucial to full funding. There are times that over-enrollment is allowed but under-enrollment is not good.

The attendance column is also carefully watched. Staffs works with parents to find out what is going on with the children and why they are not in school. Each of the delegates should also be watching attendance. The federal government requires reporting of enrollment but it is not required that attendance be reported; Ms. Lee expects that this will also be required in the future. Staff is always looking at 100% enrollment and at least 85% attendance each day. This ensures that children will be prepared for kindergarten as well as ensure that the funding will continue.

Ms. Lee reviewed the Special Education Report. The Head Start program must have a minimum of 10% children with disabilities enrolled. The children have to be identified with a special need by a clinician. If the number is less than 10%, staff need to look at the number of children that are going through the process of being certified as having a disability.

Ms. Lee reviewed the Food Services Operations report. The delegates' information is not included in this report. This report provides a general sense of

how the program is dealing with the food. This report is prepared by the Food Services Manager Connie Otwell. There are five kitchens providing meals for 3,000 children. There will be a field trip through the kitchen coming up in the next few months.

IV. Action Item

- A. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957** – and -
CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Government Code Section 54957: Dropped from the agenda.

The board went into closed session at 9:40 a.m. Ms. St. Mary called the meeting back to order at 10:06 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for: 1) Head Start Coordinator (Education) (Supervisory); 2) Program Analyst; 3) Head Start Typist Clerk III; and 4) Family Services Worker, Range I

Conference reports for the National Head Start Association are available at Ms. Desha's desk. Conference attendees will be given an opportunity to speak of their conference experience at the March meeting.

- V. **Adjournment:** The meeting was adjourned at 10:10 a.m.

ITEM III – A - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

This item provides an opportunity for the Council to take action on personnel items.

NOTES:

ITEM III-B – ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN
EARLY HEAD START OR HEAD START

BACKGROUND:

It is required on annual basis for the Policy Council to review and approve the Countywide Selection Criteria for Head Start and Early Head Start programs. There have been no updates to the Selection Criteria since the board's last review/approval in 2011.

Both, the Selection Criteria for Sacramento County Early Head Start and the Selection Criteria for Head Start meet all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance and updated guidelines in accordance with the Head Start Act of 2008. A copy of each Selection Criteria is included in this packet.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approves the Early Head Start Selection Criteria and the Head Start Selection Criteria for Sacramento County as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instructions: Place an “X” by the category that is applicable to applicant. Selection is based on the “X” that is the highest on the scale.

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

1. 2nd year enrollment within Sacramento County. _____
2. Transfer Head Start child to the same or another Sacramento Head Start agency within the same program option (full day, part day, home base). _____
3. Transition from Early Head Start whose family meets Federal Income Guidelines. _____
4. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days whose family meets Federal Income Guidelines. _____
5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)). _____
6. 4-year-old child whose family meets Federal Income Guidelines. _____
7. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)). _____
8. 3-year-old child whose family meets Federal Income Guidelines. _____
9. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
10. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). _____
11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
12. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). _____

Head Start Staff Signature

Date

Child's Name

Date of Birth

Date of Application

Status Enrolled Date Enrolled: _____ Waiting List

EARLY HEAD START SELECTION CRITERIA: SACRAMENTO COUNTY

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

INSTRUCTIONS: Place an “X” by the category(s) that is applicable to applicant. Selection is based on the “X” that is the highest on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For #8 – 15, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child’s age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation. _____

2. Family with a child birth to 36 months of age, referred by Sacramento County Office of Education Infant Development Program and/or other Part C providers with a current IFSP. NOTE: Of these referrals, up to 10% may exceed Federal Income Guidelines. It is necessary to complete an income waiver before enrollment can be considered. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.

3. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days. _____

4. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition
 Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

5. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition
 Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

6. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.

7. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

- 8. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition
- 9. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition
- 10. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age.
- 11. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age.
- 12. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- 13. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).
- 14. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- 15. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).
- 16. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- 17. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).
- 18. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).
- 19. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).

Head Start Staff Signature

Date

Child's Name

Date of Birth

Status:

Enrolled Date Enrolled: _____

Waiting List

ITEM III-C - ACTION

APPROVAL OF MODIFICATION TO THE SETA PERSONNEL POLICIES AND PROCEDURES: ADDITION OF SECTION 11.15 HEAD START UNIFORM POLICY

BACKGROUND:

The SETA Personnel Policies and Procedures set forth the practices that are followed by the Sacramento Employment and Training Agency (SETA). These policies and procedures apply to all employees. Provisions in recognized and duly adopted Collective Bargaining Agreements set forth terms and conditions of employment not covered in these Policies and Procedures shall also apply.

The American Federation of State, County, and Municipal Employees (AFSCME) and SETA have negotiated the attached Head Start Uniform Policy 11.15.

Per Section 1.02 Concurrence of Council and Board, both the Head Start Policy Council and the SETA Governing Board must approve modifications to these Personnel Policies and Procedures. The Head Start Policy Council voted their approval at their meeting on March 27, 2012.

Staff shall be present to respond to any questions that you may have.

RECOMMENDATION:

Approve the attached modifications to the SETA Personnel Policies and Procedures: Addition of Section 11.15 Head Start Uniform Policy.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

Head Start/Early Head Start Uniform Policy

Section 11.15

Guidance: The purpose of this work uniform policy is to enable the public, staff and students to identify the wearer as an employee of SETA CFS, while striving to have professional, consistently attired employees who take pride in their work and in their appearance. The uniform allows parents, children and site visitors to easily identify center staff who are in the classroom supervising children as well as appropriate staff to seek for information and assistance.

Policy:

All Head Start/Early Head Start center-based staff, including Family Service Workers, Center Based Early Head Start Educators and Site Supervisors, are required to wear an approved uniform on a daily basis.

Non Center Based Staff while performing field work will wear either a uniform shirt or Agency supplied apron with logo based on their level of participation in the classroom or other center activities with children. Non Center Based staff may wear the uniform at their own discretion when performing administrative duties at the center. Substitute aprons may be used while on-site if available.

Home-based staffs are required to wear the approved uniform for all socializations. However, Home-based staff may wear the approved uniform to home visits at their own discretion

Employees who represent the Agency at community events, such as recruitment fairs, are required to wear the approved uniform.

The approved uniforms are as follows:

1) Shirts: Agency supplied uniform work shirts must contain the SETA Head Start identification logo. Employees must maintain a professional appearance at all times.

2) Aprons: Agency supplied aprons must contain the SETA Head Start identification logo. The apron will be either black with embroidered logo or royal blue with screen printed logo on the front of the aprons. The royal blue aprons are generally reserved for substitute teachers and/or support staff from partnering agencies. They are not intended for regular staff use or for take-home.

3) Footwear: Any staff directly responsible for the supervision of children must wear closed toe shoes with a fully closed back and/or back strap, with a heel no greater than one (1”) inch, at all times. Any exceptions to this rule will be at the discretion of the Agency depending on daily activities or seasonal events.

Food Service Staff – Food Services staff are required to wear agency-provided uniforms including shirt, pants and safety shoes. Uniforms are required to be worn at all times when on duty. Refer to the Food Service Manual for uniform guidelines and procedures.

Facilities/Warehouse Staff – Facilities staff are required to wear agency-provided uniforms including shirt, pants and safety shoes. Uniforms are required to be worn at all times when on duty.

Approved uniform clothing must be clean, neat and in good condition, no fraying, holes, excessive staining, and not exceedingly faded.

Supervisors shall ensure uniforms are neat in appearance and worn in an acceptable manner.

All damaged or soiled uniforms will be examined to determine replacement needs. Replacement of damaged or soiled uniforms may be requested by the employee or management upon determination that the uniform is no longer in good condition.

Agency issued uniforms may only be worn for Agency business, not for recreational or off duty purposes.

Other articles of clothing with the agency logo (such as CAMP, Family Day, etc.) may not be worn in place of the approved uniform shirt/apron.

No employee shall affix, adorn or otherwise alter any Agency provided uniform by adding patches, emblems, pins, etc. unless such items are issued, authorized, or provided by the Agency.

Uniform Ownership: Uniforms remain the property of the Agency. Employees must return uniform items to their supervisor upon departure or termination from employment.

Head Start/Early Head Start Policies and Procedures

Uniform

Procedure

New Employees – All probationary teachers, center-based Early Head Start Educators, Family Service Workers, Site Supervisors, and Non Center-Based staff, are required to wear uniforms in accordance with the uniform policy. New employees will receive shirts and/or aprons upon hire. Shirt sizes will be identified during new employee orientation. Shirt/aprons will be provided prior to the first day of work at the center. A maximum of five shirts and/or two aprons will be provided upon hire. Any additional items requested beyond the maximum provided will be approved on a case by case basis.

Laundering of Uniform Shirts/Aprons – employees are responsible to ensure their uniform shirt/apron is clean and in good repair for each work day. Uniform items are provided for each work day of the week. Laundering of uniform shirts/aprons is the responsibility of each employee and shall be done on their own time. No overtime or compensation will be provided for time spent laundering uniform shirts/aprons.

Replacement Uniforms – there are two ways employees may request replacement uniforms:

1. Employees may request replacement shirts/aprons when the shirt/apron is no longer in good repair (i.e., stained, soiled, torn, frayed, etc.).
2. A supervisor may request and/or identify that an employee's shirt/apron is no longer in good repair (i.e., stained, soiled, torn, frayed, etc.)

Staff and/or supervisors should contact the staff support (Typist Clerk III) in the Program Operations unit for replacement items. Items in poor condition will be exchanged for new items.

Partnering Staff – partnering staff such as Sacramento County Office of Education (SCOE) teachers will be provided a blue apron with the SETA Head Start logo. Partnering staff are not required to wear aprons but are highly encouraged during work time at the centers. Laundering of partner staff aprons are the responsibility of partner staff. SETA is not responsible for compensation for time to launder aprons. Partnering staff are subject to the footwear requirement in accordance with the uniform policy.

Substitute Teachers/ACES Volunteers – substitute teachers, including California State University, Sacramento (CSUS) substitutes, and CSUS “ACES” volunteers are required to wear a blue apron with the SETA Head Start logo. Each center will be provided blue aprons for substitutes and/or “ACES” volunteers to use on-site. Substitutes and/or “ACES” volunteers are required to wear aprons while working at the center. Centers will implement individual plans for laundering the sub/ACES aprons. Dirty/soiled aprons will be replaced upon request of the Site Supervisor. Substitute Teaching staff/ACES Volunteers are subject to the footwear requirement in accordance with the uniform policy.

Departure from the Agency – employees who resign and/or terminate from the agency are required to return their uniforms to the agency upon departure. Items will be collected by Human Resources or other agency personnel.

Additional Logo'd Items Available – staff may order additional items (i.e., long sleeve shirts, hoodies and jackets) with the agency logo at their own expense. Additional items must be approved by the agency and are only available for purchase from an agency sponsored vendor. Please contact the staff support (Typist Clerk III) in the Program Operations unit for a list of items, color options and prices. Items may vary pending availability by the vendor.

ITEM IV-A – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Coventry St. Mary
- Parent/Family Support Unit Events and Activities: Ms. Coventry St. Mary
- Parent/Staff Recognitions: Ms. Coventry St. Mary
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- National Head Start Association (NHSA) Parent Training Conference Reports (attached): Ms. Amber Taylor, Ms. Socorro Gutierrez, and Ms. Rebecca Lewis
- California Head Start Parent Conference (CHSA) Reports (attached): Ms. Reina Florez, Ms. Vivian Gutierrez, and Ms. Trina Pelton
- Officer Training Report: Ms. Coventry St. Mary
- Community Resources-Parents/Staff: Ms. Coventry St. Mary

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Flourishing Families Program	Saturday, March 17, 2012 Sequoia Room 10:30 a.m. – 4:00 p.m.
PC/PAC Male Involvement Committee Meeting	Wednesday, March 21, 2012 10:00 - 11:30 a.m. Olympus Room
PAC Executive Committee	Thursday, March 22, 2012 9:00 – 10:30 a.m. Olympus Room
Annual PC/PAC Parent Leadership Institute	Friday, March 23, 2012 8:30 a.m.: Registration 9:00 a.m.: Training SETA Board Room 925 Del Paso Blvd.
Flourishing Families Program	Saturday, March 24, 2012 Sequoia Room 10:30 a.m. – 4:00 p.m.
PC/PAC Personnel/Bylaws Committee Meeting	Thursday, March 29, 2012 9:00 a.m. – 10:30 a.m. Olympus Room
PC Executive Committee	Thursday, March 29, 2012 10:30 a.m. – 12:00 p.m. Redwood Room
Countywide Parent Conference Planning Meeting	Friday, March 30, 2012 9:00 a.m. Redwood Room
PC/PAC Budget Committee Meeting	Tuesday, April 10, 2012 9:00 – 10:00 a.m. Oak Room
PC/PAC Social/Hospitality Committee Meeting	Wednesday, April 11, 2012 1:00 p.m. Redwood Room
Parent/Kinship Conference 2012	Saturday, April 21, 2012 9:00 a.m. – 3:00 p.m. Charles A. Jones Skills & Business Ctr. 5451 Lemon Hill Ave. Sacramento, CA

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

<u>EVENT</u>	<u>DATE</u>
Flourishing Families Program	Saturday, March 17, 2012 SETA Head Start 10:30 a.m. – 4:00 p.m. (see attachment)
PC/PAC Male Involvement Committee Meeting	Wednesday, March 21, 2012 10:00 - 11:30 a.m. Olympus Room
Flourishing Families Program	Saturday, March 24, 2012 SETA Head Start 10:30 a.m. – 4:00 p.m. (see attachment)
Countywide Parent Conference Planning Meeting	Friday, March 30, 2012 9:00 a.m. Redwood Room
Parent/Kinship Conference 2012	Saturday, April 21, 2012 9:00 a.m. – 3:00 p.m. Charles A. Jones Skills & Business Ctr. 5451 Lemon Hill Ave. Sacramento, CA

Parent/Kinship Conference 2012

A CELEBRATION OF GENERATIONS

FREE

WHAT: Annual collaborative family conference created to give parents and caregivers valuable information, resources, giveaways, and the opportunity to network within the community.

WHEN: **SATURDAY, APRIL 21, 2012 9:00am - 3:00pm**

WHERE: Charles A. Jones Career & Education Center
5451 Lemon Hill Avenue
Sacramento, CA 95824

Keynote Speaker: Ronald Mah, M. F. T.

Join us for workshops on topics such as:

- School Readiness
- Stress Management
- Financial Survival
- Discipline
- Parenting
- Nutrition
- Education Through Music

Special topics for relative caregivers include:

- How to prepare for court
- Boundaries with biological parents
- Q & A Panel Presentation

*Breakfast and lunch provided

*Limited onsite childcare for ages 2-12.

*RSVP by calling (916)263-0609

Please RSVP by calling (916) 263-0609 by Monday, April 11th



Conferencia para los Padres/Parientes 2012

UNA CELEBRACIÓN DE GENERACIONES

GRATIS

QUÉ ES: Conferencia anual de cooperación para la familia. Creada para darles a los padres y proveedores de cuidado información valiosa, recursos, regalos, y la oportunidad de hacer contactos dentro de la comunidad.

CUÁNDO: **SÁBADO, 21 DE ABRIL, 2012**
9:00 am - 3:00 pm

DÓNDE: Charles A. Jones Career & Education Center
5451 Lemon Hill Avenue
Sacramento, CA 95824

Orador principal: Ronald Mah, M. F. T.

Acompañenos en los talleres con temas como:

- Preparación para la escuela
- Manejo del estrés
- Supervivencia financiera
- Disciplina
- Crianza de los hijos
- Nutrición
- Educación a través de la música

Temas especiales para los parientes que son proveedores de cuidado

- Cómo prepararse para la corte
- Límites con los padres biológicos
- Preguntas y respuestas para el panel de presentación

*Se proporcionará el desayuno
y el lunch

*Cuidado de niños limitado
para las edades 2-12

*Llame para hacer reservaciones
(916) 263-0609

Por favor, haga su reservación llamando al (916) 263-0609
a más tardar el lunes, 11 de abril





Reported by: Amber Taylor

WORKSHOPS ATTENDED

Opening General Session

Dr. T. Berry Brazelton

“Every Child. Every Parent. Every Opportunity.”

(www.brazeltontouchpoints.org)

Parents as Teachers in the Growth and Development of Children

Dr. Willie J. Kimmons

“Save our children. Save our schools.”

President / CEO

Strong Family Relationships, Happy Children

Loren Gonzalez

Healthy Marriage and Family Strengthening Initiative

Urban Strategies

Fun in the Family: Play Together to Stay Together

Steve Saffron

“The Kid is Good”

President, Educator & Trainer

National Education Association

Why Healthier Environments Mean Smarter, Healthier Children

Carol Stroebel

Director of Training & Policy

Children’s Environmental Health Network

“To protect the fetus and children from environmental hazards.”

Parents and Teachers as Partners: Mapping Child Progress and Negotiating the Transition to Kindergarten

Brandi Black-Thacker

“Parents as lifelong teachers of their children.”

Director of Training and Technical Assistance

I am Parent. I am Teacher.

Cecelia Smalls Griswold

Educational Coach

Coach One Educational Services

WORKSHOP SUMMARIES

Over an amazing weekend in New Orleans for the National Head Start Association Parent Conference; I learned a wealth of information. I decided to involve myself in courses that focus on Parenting. One of my most informative classes was what I would consider my favorite. The other course taken were more specific and briefly touched on some of the valuable points that I found available in this course. The following information is a summary of this one specific course and then brief points taken from the other courses attended.

PARENTS AS TEACHERS IN THE GROWTH AND DEVELOPMENT OF CHILDREN

Dr. Willie J. Kimmons

Overview: This presentation will explore best practices that shape our future leaders with practical suggestions, strategies, and recommendations to assist parents. If education is valued in the home, it will be valued by the child. Learn how parental assistance is key in helping children reach their fullest potential.

Highlighted points:

- ❖ ***PROVERBS 22:6 – Train up in a child in the way he should go and when he is old he will not depart from it.***
- ❖ Invest in our children - never underestimate the roles of a child. Children learn from adults and imitate adult behavior.
- ❖ A parent’s greatest contribution is to be sure there is a concerned teacher in every classroom who cares that every student, every day, learns, grows and feels like a real human being. A student will always remember a teacher. Good or Bad.
- ❖ ***If you value education in the household it will be valued by the child.***
- ❖ The positive role parents and teachers play is crucial in the growth and development of children.

Quality and Consistent Parenting Can Reap Incredible Results

- Higher grades
- Better behavior
- Stronger language skills
- Improved relationships
- Positive self-image
- Pride and confidence
- Independence
- Better prepared to enter school
- Better prepared to learn
- More likely to become a lifelong learner

10 recommendations for parents to do with their children on a consistent basis:

1. Listen to your child
2. Help your child develop self confidence
3. Encourage your child to take part in positive actions
4. Encourage your child to suggest other things to do.
5. Get to know your child's friends
6. Teach your child to foresee situations that may lead to trouble.
7. Develop back up plans when your child is in a difficult situation he/she can't handle.
8. Teach your child how to say "NO" to drugs, sex, crime, strangers, and other harmful things (this teaches values and respect.
9. Turn peer pressure into positive pressure (children should look for decent friends to do positive things with while they are growing up).
10. Talk with other parents at every opportunity (to compare successes and failures).

Suggested Ways for Parents to Motivate Their Children to Learn

- Be a model of curiosity
- Praise and reward efforts to learn
- Solve real problems
- Lay out steps for success
- If you want your child to learn, be a learner yourself and become knowledgeable about your parent teacher role.

Recommendations for the enhancement of the academic success of children

- Expect the best from children
- Protect all children
- Respect all children
- Believe all children can learn

- Treat all children fairly
- Be consistent
- Be persistent and children will learn
- Be enthusiastic about teaching and children will be enthusiastic about learning
- Reward children when they do something right.

QUOTE FROM SHIRLEY CHISHOLM

“CHILDREN LEARN WHAT THEY LIVE”

If a child lives with criticism, he learns to condemn.

If a child lives with hostility, he learns to fight.

If a child lives with ridicule, he learns to be shy

If a child lives with shame, he learns to feel guilty.

If a child lives with tolerance, he learns to be patient.

If a child lives with encouragement, he learns confidence.

If a child lives with praise, he learns to appreciate.

If a child lives with fairness, he learns justice.

If a child lives with security, he learns to have faith.

If a child lives with approval, he learns to like himself.

If a child lives with acceptance, he learns to find love in the world.

BRIEF KEY POINTS FROM OTHER WORKSHOPS ATTENDED

“THE KID IS GOOD!” Fun in the family, play together to stay together.

“When you know better, you do better.”

Maya Angelou

- ❖ **It’s your turn to live. It’s your turn to take the culture apart and put it back together again.**
- ❖ **For health and well-being we need to laugh and we need to cry.**
- ❖ **Parents are lifelong teachers of their children.**
- ❖ **“Value passion where you find it.”**
- ❖ **You are the children. You have to educate yourself, to be an example for your children.**
- ❖ **DESIRE: Whatever the mind can conceive and believe; he can also achieve.**

“We have a powerful potential in our youth, and we must have the courage to change old ideas and practices so that we may direct these powers toward good ends.”

Mary McLeod Bethune

CONCLUSION

I truly enjoyed the experience of attending this conference. I have walked away with helpful information as to how to raise my child, as well as educate them. I really appreciate the fact that I also learned helpful information pertaining to my unborn child and how education can start with interaction immediately.

I highly suggest to any parent who is remotely interested in being involved in educating their child, on any level, to attend a conference. There were so many amazing people and wonderful courses available, that it was almost an overload. I was able to walk away feeling enlightened and even encouraged to educate myself more for the sake of my children. I appreciate this opportunity and hope that more of our parents are able to experience this type of blessing.

28th Annual Head Start Parent Conference Report

My name is Socorro Gutierrez and I would like to take this opportunity to introduce myself to you all. I was Treasurer for both the Parent Advisory Committee (PAC) and Policy Council (PC). During the November PC board meeting, I was elected as one of the four representatives to attend the National Head Start Parent Conference that took place from December 9th -13th of 2011. The Conference was held in New Orleans, Louisiana. I am currently your Chair for the PAC and still sit on the PC board.

Upon arriving in New Orleans, we had the pleasure of staying at a local Hotel where all the training courses were to be held. We then registered as a group with the Head Start Associates team and were given our program scheduled booklets. In these booklets were all the courses and times open to all interested representatives. As a group, we had a discussion regarding what courses pertained to us the most in relation to our involvement with the PAC and PC. It was also recommend that we not take the same course as our peers so that we can have the opportunity of gathering as much information as possible to take home and share with others.

Our schedule consisted of a Saturday Opening General Session from 5-7pm. This included a well renowned keynote speaker, a Dr. T. Berry Brazelton, as well as a Mr. Joshua D. Sparrow, MD. Dr. Brazelton presented and embraced us with real life stories on his involvement in the pediatric, child development and parenting role. He has written over 40 books related to his profession and continues to work in the Pediatric world today. Dr. Brazelton is responsible for his worldwide known Neonatal Behavioral Assessment Scale in the recognition of physical and neurological responses of newborns. Dr. Joshua Sparrow has worked closely with Dr. Brazelton as co-author of eight books and with the New York Times Syndicate column, titled "Families Today." Dr. Sparrow is also the Director for the Brazelton Touchpoints Project.

Sunday and Monday consisted of three courses per day. First course started at 9 to 10:30am. Second course took place from 11 to 12:30. Following, was our lunch break. The last course was from 2 till 3:30pm. This allowed us to take six courses throughout the duration of our parent conference. I will be sharing with you a little bit of what I learned from each of my classes of choice.

First choice of pick was entitled, **Active Play for Active Families**, presented by Brian Rozewski, Director for the Community Action program of Cortland County. In this class we explored several ways to add play time in our daily schedules. By including physical activity along side of family time, you increase parental involvement and help decrease childhood obesity. Childhood obesity is ever growing. Fourteen (14 %) of our youth today are obese. Active play can consist of anything that will get you and your child up and moving for duration of 60 minutes a day. Have fun and let your child tell you what is fun to them. This gives them a chance to let you see how they can make a life changing choice that will last a lifetime.

My second choice class was the **Successful Strategies for Parents Raising Kids**. I learned how to start praising a child for what they do and not down them for not achieving your high standards. Each child is different from the other. Use simple praise like, "nice job, way to go, Oh wow." Treat them as an individual and not like the other sibling. In this class I learned how to use what she referred to as "Isolation camp." This is a way of disciplining your child instead of the normal "spanking" punishment. It is

where you as a parent take away something of meaning to the child or something they want to do. This class was so informative; I had to stay past the time allowed to catch the ending of her class. It was very exciting and I was eager to use her ways of increasing acceptable behavior without harming a child.

I took a **Hip-Hop Culture Parenting Workshop** class as my third pick. In this session I was introduced to how the multi-media affect our children today. This class workshop was in turn a trip through our 21st century technology with the challenges of how we depend on our multi-media today to entertain our children. It offered a chance for us to catch up on phrases, abbreviations and what is referred to us today as lingo. There are 5 areas of sharing for the 21st Century. In order of most popular is SMS/texting, followed by language, songs, social media and sites. Not only have we incorporated these into our everyday lives, but we have allowed our youth to do the same. We as parents must take a stand and monitor our youth before it's too late. I have learned a lot and will set an example for my own children.

Monday morning I took a class for early education teachers and administration. This class was titled **Using Child Development and Early Learning Framework for Dual Language Learners**. I chose this class first because it pertains to my site and because I knew I could bring back informational material to help our teachers communicate with dual language children. It was set up to demonstrate how to incorporate home to school activities using the Head Start readiness goals chart. Overall, I learned how cultural backgrounds play an important role in a child's ability to adapt in any given environment.

My second class of the day was titled **Eliminating Challenging Behaviors of Infants and Toddlers**. It gave us a model of excellence, which was met by all Early Head Start Standards. Three individuals gave the class and demonstrated to us how to predict the "when" and "whys" of challenging behaviors. We were given some skill building strategies on how to react to fits and tantrums. Observing instead of judging played an important role in this class. We were taught to observe facts, not opinions. In closing of this class I also learned we must change adult behavior in order to change a child's behavior. All children are good, some are just misunderstood.

I finished this day off with a very fun twist. It was the **First steps to Spending, Sharing and Saving the Sesame way**. It's never too early to start saving and teaching our youth how to decide what they want to do with their money. You guide them and have them choose a method of sharing and saving. Some for now and some for later. A video was presented to us using Sesame Street characters to show us how to start a plan. Not only will you teach the importance of savings, but also give them something to look forward to in the future. We were given a free Sesame Street booklet and DVD to share with others and teach fun ways to save.

Tuesday was our closing general session. Our keynote speaker was Pepe Serna. What a way to end our parent conference. He guided us through a video presentation about a child's Window of Opportunity. When one window closes, another opens. Pepe has over 40 years of experience in getting everyone in touch with their inner person using speech and adding humor on top of that to get you motivated and wanting more. Pepe can help you increase your self esteem and find your inner self. I enjoyed his speech and have learned what it means to be an advocate for your child.

I would like to say what a pleasure it was to have been elected to attend this

national parent training course. I would also encourage others to participate in future upcoming conferences. I not only use these techniques today, but I have noticed a dramatic change in the disciplinary action I take when my child has a fit and throws a tantrum. I look forward to answering any question anyone may have and with sharing any of the material I brought back with me. Thank you again SETA for this grand opportunity and memory of a lifetime.

Your fellow Chair,
Mrs. Socorro Gutierrez
January 6, 2012

NHSA 2011 PARENT CONFERENCE REPORT

NHSA'S 28th Annual Head Start Parent Conference held on Friday, December 10th through Tuesday, December 13th in New Orleans, Louisiana (aka The Big Easy) which was hosted at the beautiful Hilton New Orleans Riverside Hotel. It truly lived up to its mission statement of: Every Child. Every Parent. Every Opportunity.

With the support of votes garnered from the Parent Advisory Committee board members, I embraced my opportunity to represent you and to bring back what I captured in these words and photographs.

The opening ceremony was delivered in pure New Orleans' style. The sound of drums reverberating and trumpets blasting set the mood, and caused each NHSA participant to come running to see what all the excitement was about. As our escalator descended upon the growing crowd below, we saw magnificently costumed parade leaders dancing and arching their backs in rhythm to that famous sound of New Orleans jazz! Mardi Gras may not be until February 2012, but the organizers treated us parents to a sneak preview. Later, while walking through the lobby taking photographs of the extravagant holiday décor, I approached two beautiful women and asked to take their picture and they began striking different poses. As I was sharing the digital photo with them on my Galaxy Tablet, one of the women recognized the Kindle icon and asked what books I had read recently. Before I could render my answer, one of the women pointed at my list of downloaded novels and yelled "do you like Daniel Black's books"? Her level of enthusiasm for this author was beyond normal. So naturally, I said "YES" with enthusiasm equaling hers! The next thing one of them said to me blew my mind as well as raised my conference networking expectations. She told me all about his new book that was to hit shelves before Christmas and how it picks up from his novel I had just finished, "They Tell Me of a Home" and how the author is the choir director at their church in Atlanta, Georgia! I thought, what on earth can top that?

Well, it didn't take long because once I walked into the welcome reception I was met by hotel staff dressed in full starched white culinary attire. I did not anticipate the spread laid out before us! There were different food stations to choose from, along with several self-serve stations that were loaded with finger sandwiches called "Muffalattas". They were loaded with a variety of deli meats, cheeses and lathered with an incredible green olive spread. Other self-serve stations offered chicken, salads, and a variety of pastas. Servers stood in front of massive stainless steel cauldrons steaming with mouth watering gumbo, red beans and rice, and jambalaya! Next, I visited the booths where some exhibited their goods for sale, and others displayed a variety of learning materials supporting kindergarten readiness.

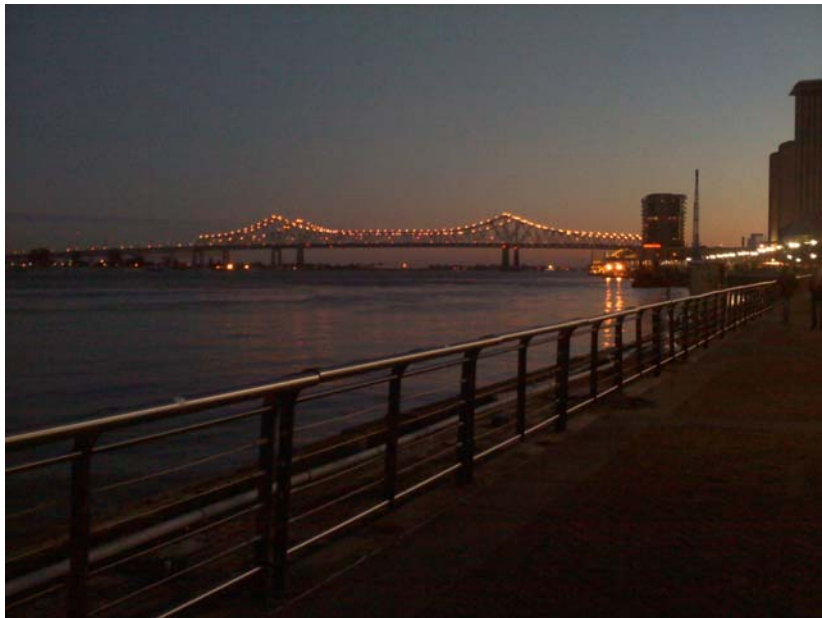
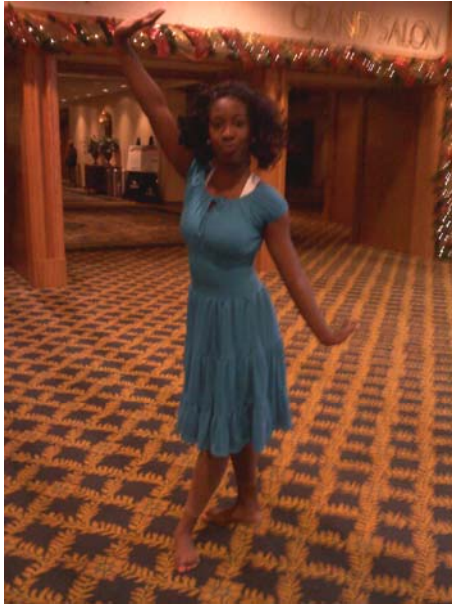
The following day, I attended a newly offered workshop in the style of a town hall meeting emphasizing equity in education. There were four panelists that consisted of two parents and two educators. The parent from the mid-west gave a grim account of the disparities within her predominately Caucasian school district and how it relates to the high unemployment rate, teen pregnancy rate and high incidences of domestic violence. The parent from Las Vegas gave a similar dismal account, but they both offered encouraging statistics that showed improvement due to their local Head Start programs. Of the two local educators, Dr. Andre M. Perry, associate professor of educational leadership and associate dean of the College of Education and Human Development at the University of New Orleans discussed the effects of the charter school take over post Katrina. The most exciting part for me was at the end when parents in the audience were given the opportunity to take the microphone and voice our concerns or ask questions. I was the second parent to speak. I shared a little known historical fact about how the first horse to ever win the Kentucky Derby was named Aristides and was jockeyed by an African-American and trained by an African-American. As a result, I had the opportunity to meet and take photographs with Dr. Perry as he was signing my newly purchased copy of his book "The Garden Path, The Miseducation of a City". We discussed my interests in updating our history books on a national level. He also agreed with my earlier statement that our children cannot foresee their future without complete and accurate knowledge of their past. He then began to share with me that he is currently involved with a panel of educators and parents with the agenda to include all contributions (not just the same old slavery tales) by African-Americans in our school curriculum. He shared his email address and encouraged me to remain in contact with him for updates or even to give suggestions on how to integrate such important historical facts at the pre-school level and beyond.

I also attended the newly offered Health Services Institute led by Jan Cox, M.S., Head Start Knowledge and Information Management, Georgetown University. Our initial networking exercise paired me with Hsini (pronounced Shi-Nee) Wang, Fresno, Ca. EHS nurse and Gladys Martinez, Parent Rep from Tri-Valley Head Start, Crookston, Mn. Gladys shared with us that in her program, they actually shut down during harvest season in order to accommodate the migrant farm-working parents that make up much of their program! Two others from Alaska Head Start shared about how they are not held to the national regulations with regard to medical and dental checkups because they are in such a remote location in the middle of the Bearing Sea, a physician has to be flown in! The costs associated with such a doctor visit are approximately \$700. We learned that if a young child becomes ill, and their breath has a fruity odor, it can mean that the child is diabetic. We learned a "Desert Garden" is a place where people live, but good produce and healthy food is hard to find, or fresh produce is available, but too expensive for those within the community. We discussed the benefits of "shopping the sides" because most aisles have processed foods. We should purchase "little from the middle" in order to eat healthier.

Another unforgettable treat was the opening and closing ceremonies. At 93 years young, Dr. Brazelton, Harvard Professor, trained pediatrician was an absolute powerhouse! He jokingly said the benefit for having lived so long is that he has had the opportunity to see the cause he has championed and pioneered come to fruition! Dr. Brazelton has stressed for many decades the absolute importance of identifying the connection between educating parents on how to become their child's first teacher immediately after birth. To support his beliefs, he showed a videotaped study of a mother and her newborn in the maternity ward, and how her baby responded positively and turned towards the direction of her voice! It really was incredible to listen to him speak, and then back up his research with like videos. Dr. Brazelton stated that his proven research was the catalyst for congress to write the law that allows up to three months parental leave, thus replacing the original six week return to work rule.

During the closing ceremony, the speaker was very funny, chanting things like "in order to beat the gringo at bingo, you got to learn the lingo!" On a serious note, he said that if your child memorizes eight nursery rhymes by age four, they are guaranteed to become excellent readers by age eight. Right after he said that, something incredible happened: a photograph of me while attending the town hall meeting flashed across the giant monitors that hung from the ceiling! That was a very proud moment in my life, and a most fitting end to one of the most incredible experiences I have ever had. And the closing dancer (photo of lady in blue dress) was fabulous too!

Rebecca A. Lewis, Grandparent Rep PAC/PC



Annual CHSA Conference Report
By: Reina E. Florez

The Annual CHSA Conference was held in Garden Grove, CA on January 30 through February 3, 2012. I was fortunate to attend the parent engagement piece for the first two days, January 30 and 31st. There were many informational workshops to attend. Out of the many workshop offered I attended the following workshops during my two day stay: Head Start Healthy Marriage and Family Initiative(HMFI): Engaging and Strengthening Head Start Families, Play & Movement Enhance Bonding, Learning, & Fitness; Branding Possibility: Recognizing, unifying and realizing and utilizing the strengths within; and Setting Boundaries, When It's Necessary: How it works, creating the container.

Lorena Gonzalez, PhD, with Urban Strategies along with different locations of Head Start staff facilitated the Head Start Healthy Marriage and Family workshop. This session identified that the federal grant was distributed within the U.S. and the program was the root work for expanding the family strengthening/relationship enhancement program within Head Start. Originally, family was not included in the grant title. Because many families in today's age are lead by single parents the word family was included to adapt to a more diverse population. Although Sacramento did not receive a federal grant during the trial period, Sacramento has partnered with the Relationship Skills Center (formerly Healthy Marriage Project) to offer Sacramento Head Start families a similar program. We received an overview and testimonies of why healthy relationships between parents and their children are important to both family and children outcomes. Benefits of living in healthy families/marriages were identified for women and men; for example, living longer, having less weight gain, less anxiety/depression, more stability at work, higher paying jobs were just a few benefits identified. Strategies used to help implement the HMFI program were that some centers provided daycare that included a learning piece for the children to collaborate with the parent sessions.

In order to provide the opportunity for successful completion of courses to a diverse population classes were distributed to meet the family's needs; such as, one day classes & six week classes - one day a week for two hours a day. It was pleasing to see how many fathers were happy about their participation in the program. Strategies used to implement the program to various areas were circumstantial. Some centers refrained from facilitating classes during winter because families were working long days during winter and participation would be low. Other centers held their classes in the woods and others the beach because of the location. Recruitment for the HMFI program had progress when using positive, non-technical language and relating to people using strong families not marriages and being culturally competent. Some impacts of having this program are its curriculum reaches beyond nuclear family, it was flexible, it impacts beyond H.S students to the older children and the model is holistic. Urban Strategies found that healthy marriage equals healthy families and emotional healthiness goes into the whole community. Parents are the biggest advocate for this program.

The workshop Expand Your Play/Movement Vocabulary-Enhance Bonding, Learning, Fitness and Learning was conducted by founder and CEO of Move with Me Action Adventure, Ms. Leah Kalish, M.A. Ms. Leah emphasized that the more a person moves they connect brain cells and physical ability enhances cognitive ability. "Play more; stress less" and "Play more; Learn more" was her motto. Ms. Leah composed yoga routine exercise for preschool age children. In this workshop attendees participated in practicing some of Ms. Leah's adventure skills, such as; drinking water, performing the humming breath, elephant wisdom, monkey wisdom, deep down wisdom, infinity 8's, and a couple more (to learn more please visit www.move-with-me.com). Finding what we need is essential to optimal well-being. A person needs adequate sleep, wholesome nutrition, rhythm and routine in daily life, healthy sensory diet (colorful food), play, movement, exercise, some time in nature, reasonable expectations and love. When one reaches their optimal well-being the body's brain stem (Reptilian Brain) provides a person to focus more, giving the mind the ability to involve in participation, recollection of details, seeing the "big picture", ability to multi task, being confident, having intentional actions, and having a clear sense of self. Additionally, the limbic system

(mammalian brain) is more centered. This is exhibited in a mind showing organization, being grounded, following through, tuned into self and others, and has a sense of well being.

Lastly, the Cortex (thinking brain) performs on a clearer level. This is demonstrated by a person who acts and moves effortlessly, thinks clearly, graceful, can articulate, reads and writes easily, is a good listener, is interested as well as skillful. Many people today instead are: sleep deprived, consume junk food, have hectic and overloaded schedules, have chaotic home life, have poor sensory diet (color food diet), receive hi-tech passive entertainment, live sedentary life styles, and some students are in developmentally inappropriate curriculum. This mind-body state under stress is identified by a person who is unfocused, not centered and unclear.

Preschoolers and all persons benefit from cognitive benefits of play and exercise. Active play (open mind, engaging, humor and willingness to take risks) offers benefits to promote problem solving, enhances language skills, improves memory and learning, improves focus, attention and sustained concentration, improves impulse control, balance and coordination, regulates body weight, calms, soothes and reduces self-reported anxiety. Overall, the workshop invited the attendees to participate and upon leaving have increased energy, a better understanding on how movement supports children on being fit, happy, and being a successful learner.

The second day I attended the author/ guest speaker, Ms. Regina Louise founder & CEO of Regina Inc. workshop titled Branding Possibility: Recognizing, unifying, realizing and utilizing the strengths within. Here Ms. Regina had attendees perform activities recognizing, unifying and realizing positive qualities we possess and revealing those qualities to ourselves and others. One exercise allowed pairs to share who they were one turn at a time. While one person shared the other person actively listened without any input ever. To support that exercise she had us write 12 of those positive attributes and place them each into 12 squares. Lastly, she had us write a personal message that we would go over even when it does not appear to be the most positive perspective, day or situation that has presented itself. Here I learned a lot about attendees due to the fact; attendees shared their personal message with the group. People spoke about their inner desires and actual selves that they want to or do demonstrate outward.

Regina was also the keynote speaker. In her talk she shared her life story and how resilience, determination and inner drive got her out of a multiple unfavorable situations. Her talk also revealed that no matter the report of the adversary there were other circumstances to her story that would not allow her to give up on herself or this life. Her story was heart touching, memorable, and an encouragement for professionals, parents, caregivers and children. I commend her for sharing such personal details of her life to be a voice for foster children, children, youth, and females. She gladly shared that her story would soon be filmed allowing a more diverse population to hear.

Setting Boundaries, When It's Necessary: How it works, creating the Container was conducted by Ronald Mah, LMFC, author and public speaker. This workshop I found to be helpful not only for my homebased child, Laura, but older children as well. Attendees learned the key role of boundaries for discipline. Discipline isn't to punish a child but to redirect or re-educate a child what to do. This presenter I found to be humorous on a topic that many parents get flustered with due to children's creativity to press boundaries. Mr. Ron stressed that lack of action and action are equal in a sense they both send a verbal message of communication. Lack of action from the parent reveals that the parent doesn't want conflict and says that the adult has permission to ignore the child. This awareness led attendees to learn the relationship among, boundaries, consequences, follow-through, and consistency. The illustration was 80% is boundaries and consequences, 10% is follow through (note: following through will bring confrontation), 5% is consistency, 5% if the other factors (i.e. any diagnosis given or other factors). The following through part will bring confrontation because confrontation is inevitable. Even though confrontation will present itself, a parent must be consistent with clear boundaries, clear consequences, and clear consistency. Mr. Mah, suggested parents use the K.I.S.S method; Keep it simple stupid. Positive choices lead to positive results. Negative choices lead to negative results. Parents should reflect to see if their consequences are reasonable or unreasonable. Parents should look at the behavior pattern: once, twice (coincidence), or

three times showing a pattern or habit. Mr. Mah gave many examples: how children will test the parent and call a parent's bluff, so be ready for confrontation, and maintain boundaries set by following through and exhibiting consistency. In conclusion Mr. Mah voiced successful living is identifying the positive patterns and extenuating the positives.

In conclusion the conference was very informational and there were many resources given. Mr. Ronald Mah was also a quest speaker at the conference; he gave healthy advice to the attendees. A quote from Maggie Cloone was used, "Speak your mind even if your voice shakes." Children and adults should live with the belief that "You have a right to be noticed". Mr. Mah talked about self soothing and reminded parents and professionals to remember that when a child acts out he/she may not know how to self soothe. He educated the attendees about when children are young they learn how to self soothe and it is important to nurture children. Learning to self soothe plays an important role in teenage and adult life. He gave the illustration of a child that was left to cry while the caregiver had to change many other diapers. Because the child was left to cry for long periods of time, the child learned how to self sooth. This gave challenges to his caregivers at an older age because methods tried were unsuccessful; the child had learn to self soothe by being left to cry due to circumstances that did not permit the caregiver to soothe the child. Mr. Mah talked about learning how to be alone but not lonely and to practice being lonely or desperate without being stupid and make bad choices.

Ms. Regina Louise emphasized on how resilience played a part in her young troubled life. Educating our children is an important factor in today's age. I am pleased that Head Start put on such an informational conference.

Additional Resources:

Dr. Lorena G. Gonazalez

(510)614-5641 –office

Leah Kalish, MA

Leah @move-with-me.com

www.move-with-me.com

(818)667-3689

Books

[Difficult Behavior in Early Childhood, Positive Discipline for PreK-3 Classrooms and Beyond](#)
[The One-Minute Temper Tantrum Solution](#)
[Strategies for Responding to Children's Challenging Behaviors](#)

[Getting Beyond Bullying and Exclusion, Empowering Children in Inclusive Classrooms](#)

Ideal Movement Stories

[The Napping House by Audrey Wood](#)

[The Runaway Bunny by Margaret Wise](#)

[Where the Wild Things Are by Maurice Sendak](#)

Eric Carle Books are very good

[Are You My Mother? P.D Eastman](#)

[My Daddy is a Pretzel by Baron Baptiste](#)

[Chipmunk Song by Joanne Ryder](#)

Teaching Tools

Teaching Strategies

Teaching Children to Be Creative, Confident Thinkers

Creative Curriculum System for Preschool

TeachingStrategies.com

(800) 637-3652 or (301)634-0818

Regina Louise

Regina, Inc.

www.reginalouise.com

(925) 699-9272

Twitter: reginalouises

Lakeshore Learning Stores

www.lakeshorelearning.com/store

Ronald Mah, M.A.

www.FixedEarthFilms.com (DVDs' of selected trainings available)

Ronald@RonaldMah.com

www.RonaldMah.com

Workshop: **Identifying Nutrition and Physical Activity Resource Objectives**

This workshop was given by **Isabel Simard, MS, RD, CLE**. Her objective for the workshop was 1) learn how to identify credible Nutrition and their Resources. 2) To know about the personal resource for each family's needs. 3) To teach parents how to incorporate physical activity into their daily lives.

Isabel shared some of the basic information of Nutrition and Physical Activity: like if a child is always sleepy, overweight or a very picky eater, more than likely the child needs a change in their diet. That children 5 and under should get up to 2 hrs of active play. Where a family can go find help on how to identify their families' own need, such as WIC, Human Health Service, Food Banks. Isabel also gave us many different websites that can help anyone/everyone. These sites are <http://www.eatfight.org>, <http://www.choosemyplate.gov>, <http://www.fns.usda.gov>, <http://www.tn.ntis.gov>, <http://www.letmove.gov>, <http://mealsmatter.org>, <http://www.snap.nal.usda.gov>.

Workshop: **Cultural Jeopardy- Expression Areas of Cultural Differences and Similarities: A Multi-Cultural/Diversity Awareness/Sophistication Training** www.Ronaldmah.com

Email: Ronald@RonaldMah.com

Ronald Mah, Licensed Marriage & Family Therapist, Consultant led this workshop. I would have to say this was one of the most interesting workshops I have ever been in. Ronald was loud and all over the place, but at the same time he had my attention. He talked a lot about himself and where he was raised (Berkley, Ca) and the kind of home he grow up in (Chinese Culture) and how the two didn't help him at school or finding friends in a predominant black school. He explained how every cultural has its own rules and way of time, but that we all make your culture the same way: Religion, art, food, music, trade, attitude, values, behavior, most of all SURVIVAL. At the end he said every culture wants to leave class & legacy for all of the young generation.

For my 3rd workshop I was not able to get in to any workshop. I attempted to go to **Parent Engagement Series** as well as **Male Involvement Ambassador Program... All Full!**

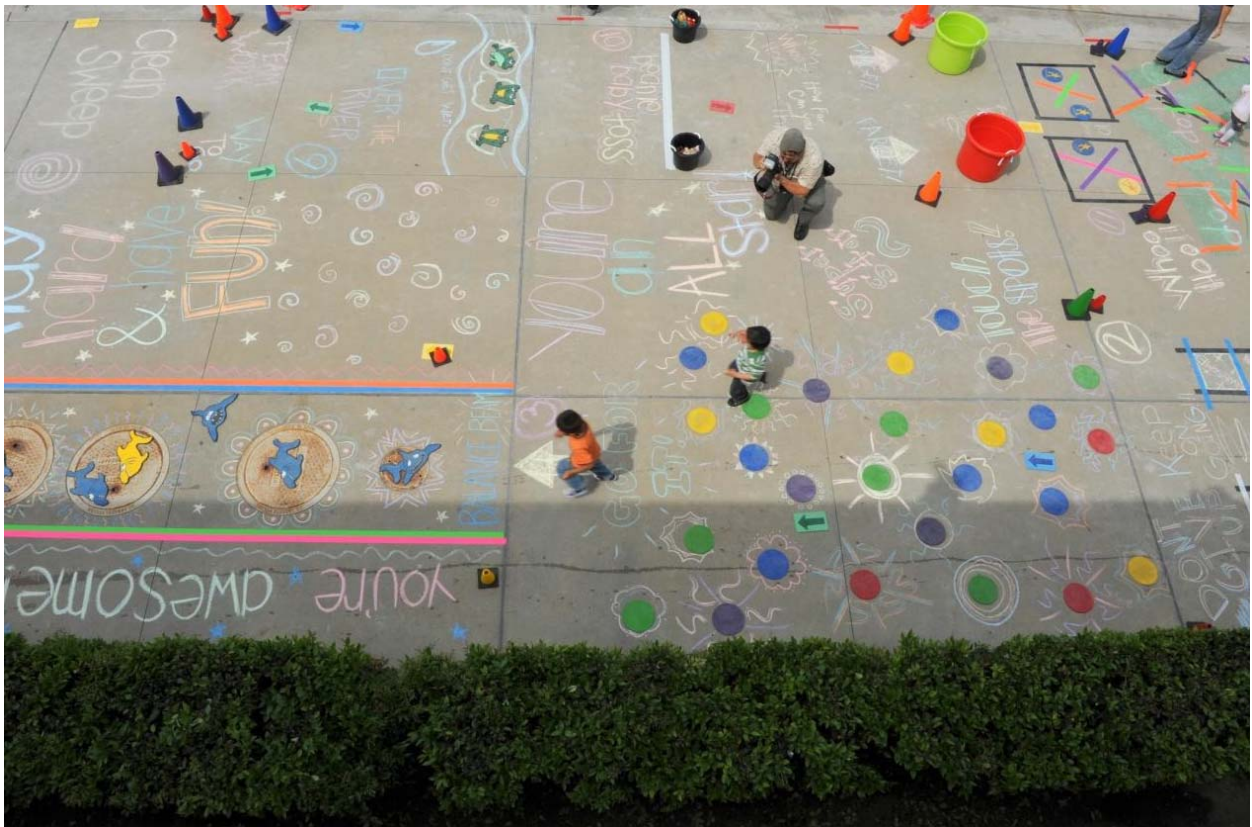
January 31, 2012

Workshop: **Teaching Young Children How to African Dance (Harvest Dance)**

The instructor for this workshop was **Shalek Chappill-Nichols, Owner/Site Supervisor, Truth/MNC Head Start.** She talked little bit about African History how song and dances are passed down from generation to generation like most cultures. Most of the African dances are a special “giving” or “rituals” to the gods to bring rain, water, good crops, as well as good health, and safety. A lot of the African dances include the sounds of the Drum (heartbeat of the tribe), Vocals (the tribe itself), Stamping (shows the emotion and sometimes anger). At the end of the workshop she added that all cultural songs and dances do change to adapt to the generation of that time.

Workshop: **Fun Physical Activity for Preschool**

At this workshop we had more than one instructor **Arlene Turner, Physical Activity & Nutrition Program Manager, Children & Families Commission of Orange County and Kari Tuggle, OCDE.** The great thing about this workshop was that they had us up and running around like preschoolers, I would have to say “I had a lot of fun”. A lot of the items they used to create the activities are cheap stuff you can get from the dollar stores or just things around the house. Now as we all are running around, Arlene pointed out how activities such as Hop Scotch (sidewalk chalk and duck tape for indoors), Bubbles, Foam noodles, cones and markers (Styrofoam cups), fly swatter (pantyhose/hangers), balls (soft), help the preschoolers with tossing , catching, throwing, leadership, teamwork. Here r some activities/pictures,





And one more thing try not to give the kids any rules but one direction (only walk on the outside) see what will happen, see the team working build.

Thank u for this opportunity,

Vivian Gutierrez

CHSA Conference Report

First day of the conference was Monday - January 31, 2012. It was 10:30 a.m. I decided to go to, "Moving from Parent-Family Involvement to Engagement to Support School Readiness Workshop," ended at 12:00 p.m. I wasn't in the right workshop so I thought in the beginning. Most people attending this workshop were staff or teachers. But after listening to the different subjects and conversations, I was really interested and busy taking notes. One of the best things I heard in this workshop was, PARENT ENGAGEMENT-School Business Is Everyone's Business. I will be going back to my site and suggesting a few things that I heard from other school staff who explained things that worked at their sites.

The second workshop was "Male Involvement Ambassador Program - How to Get Men Involved in Head Start/Early Head Start Program," that started at 1:30 and ended at 3:00 p.m. Being that more people have showed up to the conference by late afternoon, workshops are getting filled up really fast. So I went to "Goldie the Goldfish Teaches Us About Life Losses" it was full. So I walked over to my second choice, "Parent Engagement Series: Advocating for Excellence." That workshop was also full.

Day two started at 9:00 and I decided to go to, "Teaching Young Children How to African Dance workshop which ended at 10:30 a.m. I was not planning on going to this workshop. Although I wasn't dressed well for the workout I did learn a lot and enjoyed the dancing. This speaker was great with helping everyone get involved.

The second workshop I ended up at was "Fun Physical Activities for Preschoolers Specific to Home Visits". This workshop was a lot of hands-on work also. Learned how we can use the simplest thing to play with all children without spend much money at all. I can take a lot of what I learned back to the teachers, staff, and male involvement program at my site and my own household.

It is hard for me to pick one workshop as my favorite but if I had to I would say, Male Involvement Ambassador Program-workshop was my favorite. The speaker was Tom Grayson this man was inspiring to all in the room. One of the things I thought was important to share with you that he mentioned was the sample program.

1. Daddy in the picture- Father/ Father Figures to capture/record, using cameras, men involved in the lives of their children.
2. "Daddy read to me" (Early Literacy Program) Father/Father Figures read to children at school sites.
3. Red Bucks- Incentive program for participating in the "Daddy Read to me" early literacy program.
4. Family Monthly Meetings-
5. Policy Council/Committees)-Father/Father Figures are encouraged to participate in the Head Start/ Early Head Start system.
6. Special Events - Celebrating Families, etc.
7. Conference & Workshops- Workshops/conferences for Father/Father figures.
8. Male Parenting Education/Support in the Community.

I believe these examples if used will help everyone if interested in uniting Father/Father figures at your sites. This in my opinion is very imperative to develop with these children right now at this age. We all know the children are the future. It's our job to help them see the importance of family and values.

Trina Pelton- PC Rep.

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The December 1, 2011 and January 5, 2012 Governing Board minutes are attached for your review.

NOTES:

**REGULAR MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Thursday, December 1, 2011
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:08 a.m.

Members Present:

Sophia Scherman, Chair, SETA Governing Board; Public Representative
Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City
of Sacramento

Jimmie Yee, Member, Board of Supervisors

Don Nottoli, Member, Board of Supervisors

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the November 3, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of the Abolishment of the Program Officer and Head Start Family Services Worker Classifications
- D. Appointment of Required Partner Member to the Sacramento Works, Inc. Board
- E. Approval of Resolution Honoring Edenaugboye Davis

The consent items were reviewed; no questions or corrections.

Moved/Nottoli, second/Yee, to approve the consent items as follows:

- A. Approve the minutes of the November 3, 2011 meeting.
- B. Approve the claims and warrants for the period 10/28/11 – 11/23/11.
- C. Approve the abolishment of the Program Officer and Head Start Family Services Worker classifications.
- D. Appoint Ms. JoAnne Mahaney-Buehler to the vacant required partner seat on the Sacramento Works, Inc. Board of Directors.
- E. Approve a resolution honoring Ms. Edenabegboye Davis.
Voice Vote: Unanimous approval.

III. Action Items

- A. GENERAL ADMINISTRATION/SETA**

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Specification Revisions for the Accountant I Classification and Abolishment of the Accounting Technician Classification

Mr. Rod Nishi reviewed the revised Accountant 1 classification and the staff request to abolish the accounting technician classification.

Ms. Scherman opened a public hearing.

Moved/Yee, second/Pannell, to close the public hearing and adopt the proposed specification revisions for the Accountant I classification, and abolish the Accounting Technician classification.

Roll call vote: Aye: 5, Nay: 0, Abstentions: 0

2. Approval to Amend Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency Legal Counsel

Mr. Thatch stated that the Conflict of Interest code is reviewed annually to see which positions need to report to the Fair Political Practices Commission.

Moved/Pannell, second/Yee, to approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

Voice Vote: Unanimous approval.

3. Approval of Procurement of Workers' Compensation Insurance

Mr. Jim Buckley was introduced from Gallagher Insurance. Mr. Buckley stated that there have seen changes in the market making it more challenging in the workers' compensation insurance market. He also reviewed all the companies contacted and their responses. Mr. Buckley reviewed the deductible program compared to the guaranteed cost program and a side-by-side comparison of workers' compensation costs. There is a 30% year-over-year increase. The Hartford quote is based on annual payroll costs and there are no expected rate fluctuations.

Mr. Buckley reviewed the way the premiums are determined utilizing the rated premium and applying a percentage for administrative costs. The total is called a guaranteed cost rate. Hartford Insurance has the guaranteed cost which will not fluctuate other than through salary changes. There are fewer companies willing to provide quotes for publicly funded organizations. With the increasing rates and costs, there is a decrease in the number of carriers willing to provide a quote.

Moved/Yee, second/Nottoli, to approve the selection of Hartford Insurance for the Workers' Compensation insurer.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

4. Approval to Modify Salary Classification Plan for the Classification of On-Call Cook/Driver

Mr. Rod Nishi reported that the on-call cook/drivers are called upon when staff cannot do the job. Cook/drivers do the cooking and delivery of the food to the child care centers. There has been a diminishing pool of candidates over the months, and this salary increase would attract more people for the on-call list.

Moved/Nottoli, second/Yee, to approve the modification to the Salary Classification Plan by increasing the On-call Cook/Driver wage to \$10.41 per hour.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

Youth Services

1. Concurrence with the Sacramento Works Board to Approve the Augmentation of Sacramento Chinese Community Services Center WIA Youth Services Contract to Support Youth Advocate Position

Ms. Christine Welsch stated that the career center system provides universal services to any youth that comes into career centers. A couple of years ago, the Youth Advocate position was established. Youth Advocates are assistants to the Youth Specialists. The position of the Youth Advocate is considered a career pathway vehicle into the workforce development industry.

Ms. Scherman commended staff for the high number of youth visiting the career centers.

Moved/Pannell, second/Yee, to concur with the Sacramento Works Board to approve the augmentation of Sacramento Chinese Community Services Center contract for \$15,000 to support the Youth Advocate position.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

2. Approval to Submit Foundation Proposals to Support the Safe Community Partnership and Authorize the SETA Executive Director to Execute the Subgrant Agreements, Modifications and any other Documents Required by the Funding Sources

Ms. Christine Welsch stated that SETA is a partner in the SAFE community partnership program. Last year, SETA was invited by the California Endowment and Kaiser Foundation to submit a proposal, as well as with the Wellness Initiative. Staff is requesting approval to submit proposals to these three foundations for consultant services to provide technical assistance and policy development, qualitative research with the crime data analysis unit, program implementation, strategic planning and evaluation of the effectiveness of the services and outcomes. The anticipated request from the foundations will be:

- Kaiser Community Benefits Foundation - not to exceed \$50,000
- The California Endowment – \$60,000
- The California Wellness Foundation – not to exceed \$200,000.

Ms. Scherman requested an e-mail regarding latest Kaiser Foundation contacts.

Moved/Pannell, second/Yee, to:

- ✓ Approve the submission of proposals to Kaiser Community Benefits Foundation, The California Endowment and The California Wellness Foundation to support additional direct services for the Safe Community Partnership; and
- ✓ Authorize the SETA Executive Director to execute the subgrant agreements, modifications and any other documents required by the funding sources.

Voice Vote: Unanimous approval.

Community Services Block Grant

3. Approval of Community Services Block Grant Funding Recommendations for Fiscal Year 2012

Mr. Schenirer recused himself from this item and left the room during the discussion.

Ms. Cindy Sherwood-Green reviewed the Community Action Board's funding recommendations made at their November 16 meeting. The total amount of funding available is around \$800,000. All current service providers are recommended for funding as well as three new providers. No formal appeals have been submitted. The final funding amount is not yet known. If the award amount is reduced, staff will come back with a recommendation.

Ms. Kossick stated that staff continues to apply for discretionary grants to provide more funding for programs.

Mr. Yee stated that he applauds staff for coming up for a reasonable distribution of the funding.

Ms. Pannell inquired where ex-offenders could be served. Ms. Sherwood-Green stated that ex-offenders can be served under all programs receiving safety net funding.

Moved/Yee, second/Pannell, to:

1. Approve funding recommendations for the Fiscal Year 2012 Community Services Block Grant; and
2. Approve the continued funding of Daren Maeda as a SETA Consultant for an additional year in the amount of \$30,000.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

IV. Information Items

A. PG&E's PowerPathways Program

Ms. Keni Addison is the case manager of the participants involved in the PG&E PowerPathways Program. SMUD developed a video highlighting the partnership.

Ms. Addison reported that three of the graduates are going through the assessment process, eight have taken and passed the SMUD pre-assessment process, three other students have been hired by Surewest. Mr. Joshua Woodson reported that he was involved in the recruitment of the participants and pre-screened candidates utilizing a variety of assessment testing. Mr. Woodson stated that there is a portfolio and small bio on the participants.

B. Healthy Futures Project Update

Ms. Sherwood-Green reported that this is a CSBG discretionary grant targeting former foster youth and Head Start families in the Galt area. Over 30 families have been enrolled and the program is going well. All families have received nutritional plans and are learning how to cook healthier.

C. Review of Annual Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2011

Mr. Roy Kim reviewed the Gilbert and Associates Audit report; he is pleased to report that SETA received a clean audit with no findings. There is a management letter with two comments regarding a Department of Education program regarding attendance and recordkeeping. Ms. Loretta Su had the primary responsibility for the audit with the assistance of Ms. Mary Bonanno.

Ms. Kossick acknowledged the hard work of Ms. Loretta Su and Mr. Roy Kim for this successful audit report.

D. Fiscal Monitoring Reports: No comments.

E. Employer Success Stories and Activity Report:

Mr. William Walker reported that Fresh and Easy has opened three stores in the area. SETA has been working with the recruitment of staff for these stores. The employer is seeking people to work in the store that live in the store's ZIP code. Ms. Scherman asked Mr. Walker to speak to Grocery Outlet in Elk Grove regarding potential recruitment.

F. Dislocated Worker Update

Mr. Nottoli stated that Foster Farms Dairy has announced the permanent closure of their local plant. Mr. Walker said that his staff has attempted to connect Foster Farms for services but they refused services.

G. Unemployment Update/Press Release from the Employment Development Department

Ms. Robin Purdy reported that staff is cautiously optimistic and that there will be some growth in the next year. Staff expecting a larger number of people coming into the career centers with the December 31 deadline for unemployment benefits if they are not extended. Mr. Schenirer inquired whether SETA was involved in the Next Economy and Ms. Kossick replied that there is a leadership group and a steering committee. Ms. Kossick is on the steering committee and will be involved in the information flow as different strategies are developed, and will report back to the board. Ms. Purdy reported that SETA is working with the three local workforce investment boards to develop a strategic plan to feed the Next Economy. The WIB just approved a \$10,000 grant to fund the research to look at the sectors and occupations that are expected to grow.

H. Head Start Reports

Ms. Lee reviewed the seven elements that would require Head Start grantees to re compete for their Head Start grantee status. Some of the elements include if there were program or fiscal deficiencies, or if the grantee does not meet the school readiness guidelines. SETA is making great strides in meeting the school readiness portion. It is a new day for accountability with the expectation of high quality programs. Ms. Lee stated that it is expected that 1/3 of all of the programs nationwide will have to re compete for grantee status. The first round of programs identified to re compete will be identified in December. Those that are not re competed will be moved into a five year grant cycle.

Ms. Scherman asked if this will affect the Early Head Start program and Ms. Lee replied that she does not expect it to have an effect on the program unless the kids go into transitional kindergarten.

V. **Reports to the Board**

A. Chair: No report.

- B. Executive Director: Ms. Kossick provided well wishes to Mr. Nottoli and Mr. Schenirer on their birthdays this month.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: Carlos Lopez, Director of Center for Employment Training spoke before the board. Mr. Lopez reported that in March of 2011, CET submitted a proposal for Green Jobs Innovation funds and was awarded \$5.125 million in June. CET was one of six organizations funded nationwide. CET is now in the planning process to upgrade the curriculum training. About 1/3 of their students will be ex-offenders. CET will be relocating to another facility at Depot Park on Fruitridge Road which will increase training opportunities for students.

VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54956.8

The Governing Board may discuss negotiations concerning the following property(ies) and person(s):

Address: 1000 C Street, Galt, California

Agency Negotiator: Kathy Kossick

Negotiating Party: Douglas and Olivia Haley; Mary Lois Passek

Under Negotiation: Price and Payment Terms of Lease

The board went into closed session at 11:35 a.m. Mr. Thatch reported out of closed session at 11:42 a.m. that the Board approved, by unanimous vote, to lease the property located at 1000 "C" Street, Galt, California.

VII. Adjournment: The meeting was adjourned at 11:43 a.m.

**REGULAR MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Thursday, January 5, 2012
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:06 a.m.

Members Present:

Sophia Scherman, Chair, SETA Governing Board; Public Representative
Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City
of Sacramento

Jimmie Yee, Member, Board of Supervisors

Don Nottoli, Member, Board of Supervisors

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the December 1, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Sacramento Works Youth Council Members

The consent items were reviewed; no questions or corrections.

Moved/Pannell, second/Yee, to approve the consent items as follows:

- A. Approve the minutes of the December 1, 2011 meeting.
- B. Approve the claims and warrants for the period 11/24/11 – 12/20/11.
- C. Approve the appointment of Susan Wheeler, Bun-Long Hong, Tatiana De Leon, Narine Danoyan, and Emilia Grozav as members of the Sacramento Works Youth Council.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval to Revise the Salary Schedule for the Classification of Family Services Worker

Mr. Rod Nishi reviewed this item requesting modification to the salary schedule for the Family Services Worker classification. The correction will be made immediately after board approval.

Ms. Scherman opened a public hearing. There were no comments.

Moved/Yee, second/Pannell, to approve revisions to the Family Services Worker Salary Ranges as outlined in the board packet.

Voice Vote: Unanimous approval.

2. Approval to Revise Head Start Coordinator (Education) (Supervisory) Job Classification

Mr. Nishi stated that this item is requesting modification to the Head Start Coordinator (Education) Supervisory Job Classification to require that future hires have a Bachelor's degree or advanced degree in Early Childhood Education. There are two incumbents in the position and both employees meet the minimum qualifications. This modification would affect future hires.

Moved/Pannell, second/Yee, to approve a revision to the Head Start Coordinator (Education) (Supervisory) job classification as outlined in the board agenda.

Voice Vote: Unanimous approval.

3. Approval of Interagency Memorandum of Understanding Between the County of Sacramento, City of Sacramento, City of Rancho Cordova and Sacramento Employment and Training Agency

Mr. William Walker reviewed this item. The MOU was first established in 2005 with SETA and SHRA beginning in 2007.

Moved/Pannell, second/Yee, to approve the Interagency Memorandum of Understanding (IMOU) between the County of Sacramento, City of Sacramento, City of Rancho Cordova and the Sacramento Employment and Training Agency and authorize SETA's Executive Director to execute the Interagency Memorandum of Understanding.

Voice Vote: Unanimous approval.

4. Approval of California Enterprise Zone Program Memorandum of Understanding with the Sacramento Enterprise Zone: This item was dropped from the agenda.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Approval to Augment North State Building Industry Foundation (NSBIF) with California Energy Commission Clean Energy Workforce Training Funds

Ms. Purdy reported that in September, SETA received augmentation to develop OJT opportunities for employers hiring in the green jobs industry. The funds outlined in this board item are unspent Recovery Act funds that need to be expended by March. Staff is requesting approval to augment North State Building Industry Foundation to develop seven green jobs in their OJT program in the amount of \$40,000. Because part of the funds are from the California Energy Commission, the board was asked to approve a sole source finding.

Mr. Thatch stated that the finding was not included in the board packet and read the following sole source finding into the record: *“The SETA Procurement Policies authorize procurement by noncompetitive proposals when other procurement methods are infeasible and, among other things, the item is available only from a single source. The \$300,000 allocated to SETA in September, 2011 under the Clean Energy Workforce Training On-the-job Training Program are comprised of ARRA funds that must be spent by February 28, 2012 and are only available for training in green jobs. Staff has reviewed its existing OJT providers and determined that North State Building Industry Foundation is the only current OJT provider that is providing green jobs training under SETA’s related, WIA funded green jobs programs. Because the additional ARRA funds must be spent quickly and must be used for green jobs OJT training, the Board finds that non-competitive procurement is appropriate because other methods are infeasible and the services are only available from NSBIF.”*

Ms. Scherman inquired how the applicants for this program would be selected. Ms. Purdy replied that BIA was funded with WIA and NEG dislocated worker funds to develop OJT’s in the building industry sector. They expanded their mission to include green jobs. There are 17 OJT contracts with 4-5 green jobs employers which are being developed internally.

Moved/Yee, second/Pannell, to approve an augmentation of the On-the-job Training Subgrant Agreement with North State BIF in the amount of \$40,000.
Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

Community Services Block Grant

2. Approval of Resolution to Accept Program Year 2012 Community Services Block Grant (CSBG) Funds and Authorize the SETA Executive Director to Sign the Agreement and any Amendments to the Agreement

Ms. Cindy Sherwood-Green reviewed this item. At this time, the State has not reported the final allocation.

Moved/Pannell, second/Nottoli, to approve the resolution to accept program year 2012 Community Services Block Grant (CSBG) funds and authorize

the SETA Executive Director to sign the agreement and any Amendments to the Agreement.

Voice Vote: Unanimous approval.

C. CHILDREN AND FAMILY SERVICES

1. Approval of Release of a Request for Proposals for Janitorial Services

Mr. Rod Nishi reviewed this item requesting the release of an RFP for janitorial services. The last procurement was done in 2007 with three companies providing the janitorial services for the 32 child care centers. This procurement would be for three years with additional single year extensions if deemed appropriate. This potentially could take the Agency to February 2018. Staff would be issuing a public notice with this procurement and utilizing the county vendor list to solicit proposals from as many companies as possible.

Mr. Jose Diaz and Ms. Brenda Campos were introduced.

Mr. Nottoli inquired whether the proposal allows for extra cleaning of the classrooms. Mr. Nish replied that if additional services are needed, there is a clause in the boilerplate to allow staff to negotiate additional services.

Ms. Campos reported that there are protocols in place in case of a communicable disease. Depending upon what is going on at the centers, the center could be closed down and Mr. Diaz works with the janitorial service to outline what needs to be done to clean the centers. The service would provide a quote and the cleaning would be done.

Ms. Scherman asked if there were any mandates from the state and Ms. Campos replied that SETA must comply with requirements from the Community Care Licensing as far as regular maintenance. Teaching staff also do some minor cleaning and wiping down of the centers. Mr. Diaz stated that the janitors MUST change the water when mopping the floors.

Ms. Scherman inquired whether preference points were awarded to MBE/WBE and Mr. Nishi said no. However, there is special consideration given in that they would be perceived higher by the raters. It is expected the Agency will negotiate contracts with 1-3 companies. Mr. Thatch will be looking into the way MBE/WBE companies are being evaluated.

Moved/Nottoli, second/Pannell, to approve the release of a Request for Proposals for Head Start janitorial services.

Voice Vote: Unanimous approval.

IV. Information Items

- A. Fiscal Monitoring Reports: No comments.
- B. Employer Success Stories and Activity Report: Mr. Walker reported that he followed up with Grocery Outlet; Mr. Walker stated that he has worked with this company before and they will contact SETA if needed.
- C. Dislocated Worker Update: Mr. Walker reported that BLT submitted a WARN notice and staff has contacted them for an orientation.
- D. Unemployment Update/Press Release from the Employment Development Department: No comments.
- E. Head Start Reports: No comments.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick recognized Ms. Pannell's birthday on January 10.
- C. Deputy Directors: Ms. Denise Lee provided an update regarding the designated renewal system called recompetition. Ms. Lee reported that 132 Head Start grantees across the country have to re-compete for their funding. The RFP will be released at the end of January. Four programs in California received re-compete letters: Los Angeles County of Education, Contra Costa County, Marysville, and South San Francisco. There is a lot of political pressure to ensure quality Head Start programs are offered.

The 'trigger' will be pulled on the California Department of Education funding which means a \$23 million cut in child care programs. The CDE is figuring out where the cuts will be made. Staff has no idea if there will be a cut on the federal side but the rumor is there could be a 10% cut across the board.

- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman requested a report back from staff when returning from approved travel; she would like to know what was the subject and what staff learned.

Mr. Nottoli requested a brief report regarding the Youth Council and the role they play as to the services delivered.

- F. Public: No comments.

VII. Adjournment: The meeting was adjourned at 10:48 a.m.

ITEM IV-C - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Mr. Robert Roe **DATE:** February 28, 2012
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$ 2,419,490	08/1/10-7/31/11	08/1/10-7/31/11
Head Start	T & TA	9,000	08/1/10-7/31/11	08/1/10-7/31/11
HS/ARRA	Expansion	261,394	9/30/10-9/29/11	9/30/10-9/29/11

Monitoring Purpose: Initial ____ Final X
Date of review: 1/25-27/12

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records		N/A		

Program Operator: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2010 to September 29, 2011 have been traced to the delegate agency records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Laurie Clothier DATE: January 31, 2012

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
EHS	Expansion	\$ 467,420	9/30/10-9/29/11	9/30/10-9/29/11

Monitoring Purpose: Initial __ Final X
Date of review: November and December, 2011

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	N/A			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	N/A			

Program Operator: River Oak Center for Children

Findings and General Observations:

- 1) The total costs as reported to SETA from September 30, 2010 to Sept. 29, 2011 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Tamara Sanchez **DATE:** March 8, 2012

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento County Office
of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Expansion	\$ 284,400	9/30/10-09/29/11	9/30/10-9/29/11
Early Head Start	Basic	15,000	8/01/10-07/31/11	8/01/10-7/31/11

Monitoring Purpose: Initial ___ Final X
Date of review: 2/29/12-3/1/12

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Sacramento County Office of Education

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2010 to September 29, 2011 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Edenausegboye Davis **DATE:** February 28, 2012

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA	\$ 678,941	8/01/10-7/31/11	8/01/10-7/31/11
Head Start	T & TA	7,500	8/01/10-7/31/11	8/01/10-7/31/11
Head Start	Expansion	130,697	9/30/10-9/29/11	9/30/10-9/29/11

Monitoring Purpose: Initial ____ Final X

Date of review: December, 2011

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Program Improvement	X			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	N/A			

Program Operator: WCIC

Findings and General Observations:

1. The total costs as reported to SETA from August 1, 2010 to September 29, 2011 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
2. There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM V- COMMITTEE REPORTS

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council.

The Executive Committee met and evaluated the January 24, 2012 Policy Council meeting.

GOOD!!!
Thank you, Ms. Coventry St. Mary, for making reminder calls for the PC meeting.
Thank you, Board members, for a clean board room.
Thank you, Ms. Nancy Hogan and Ms. LaShaun Burke, for providing PC/PAC reimbursements.
Thank you, Board members, for great participation in discussion.
Thank you, Board members, for volunteering for committees.
Thank you, Board members, for recognizing Chair prior to speaking.
Thank you, Ms. Denise Lee and SETA Managers, for the oral reports.
Thank you, Board members, for obtaining child care during the meeting.
NEEDS IMPROVEMENT
Members arriving on time.
Members should be seated and ready for meeting by 8:50 a.m.
Members remain seated during all presentations.
Members <i>please</i>, no use of electronic devices or cell phones during the meeting.
Members plan to stay until meeting is adjourned.
<i>ABSOLUTELY NO FOOD ALLOWED IN THE BOARD ROOM. NO EXCEPTIONS.</i>
Members please pick up reimbursements prior to leaving the meeting.

NOTES:

The Executive Committee met and evaluated the February 28, 2012 Policy Council meeting.

GOOD!!!
Thank you, Ms. Reina Florez, for making reminder calls for the PC meeting.
Thank you, Ms. Consuelo Lopez and Ms. Teresita Topete for translating.
Thank you, Board members, for a clean board room.
Thank you, Ms. Nancy Hogan and Ms. LaShaun Burke, for providing PC/PAC reimbursements.
Thank you, Board members, for recognizing Chair prior to speaking.
NEEDS IMPROVEMENT
Members arriving on time.
Members should be seated and ready for meeting by 8:50 a.m.
Members <i>please</i>, no use of electronic devices or cell phones during the meeting.
<i>ABSOLUTELY NO FOOD ALLOWED IN THE BOARD ROOM. NO EXCEPTIONS.</i>

B. Budget/Planning Committee: Ms. Coventry St. Mary, Ms. Nadezhda Ruelas

C. Personnel/Bylaws Committee: Ms. Vivian Gutierrez, Ms. Rebecca Lewis, Ms. Coventry St. Mary, and Ms. Socorro Gutierrez

ITEM V- COMMITTEE REPORTS (Continued)

Page 2

- D. Social/Hospitality Committee: Ms. Reina Florez, Ms. Nadezhda Ruelas, Ms. Carolyn Wilson, Ms. Willie Jean Peck, and Ms. Coventry St. Mary

E. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Committee (AKA Customer Service/Attendance Subcommittee): Ms. Connie Wallace and Ms. Socorro Gutierrez

- Monitoring and Evaluation Committee (AKA Self-Assessment Committee): Committee of the Whole

- Male Involvement Committee/Community Advocating Male Participation (CAMP): Vacant

- F. Health Services Advisory Committee Report: Mr. Johnny Sanders, Ms. Socorro Gutierrez, Ms. Kiersten Gonzales, Ms. Rebecca Lewis, Ms. Reina Florez, and Ms. Connie Wallace

ITEM V- COMMITTEE REPORTS (Continued)

Page 3

- G. Community Partnerships Advisory Committee (CPAC): Ms. Vivian Gutierrez, Ms. Reina Florez, Ms. Connie Wallace, Ms. Willie Jean Peck, and Ms. Coventry St. Mary

- H. Maternal, Child and Adolescent Health Advisory Board – Ms. Rebecca Lewis

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal Policy Council board packet.
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- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.
- Monthly Head Start Report (attached)
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- C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Brenda Campos: Grantee Program Support Services
 - Lisa Carr: Parent/Family Support Unit
 - ❖ Countywide Parent Conference Update
 - ❖ Healthy Marriage Workshops
 - Karen Gonzales: Child Development and Education Services
-
-
-

- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Coventry St. Mary), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.



Monthly Head Start Report

March 2012

SETA Operated Program

Education Update:

February brings an end to the ARRA funded Early Learning Mentor Coach Grant. Through this grant, SETA was able to offer individualized coaching and professional development support to each teacher in the program. This included support for topics such as lesson planning, classroom environments, challenging behaviors and quality teacher-child interactions. SETA is participating in the Office of Head Start's efforts to collect data on the effectiveness of this project. We are hopeful that more resources that utilize this approach will be offered.

The SETA Mentor Coaches have been a wealth of knowledge and an inspiring group of ladies. In February, the Mentor coaches offered a very well received forum on Literacy Skill Enhancement. This was done as a support to both the Houghton Mifflin and Creative Curriculum offered in our classrooms. We will be looking at ways to continue to offer mentoring opportunities to teaching staff.

Family Partnership Unit:

SETA Head Start is partnering with the Relationship Skills Center to offer a 25-hour relationship training for Head Start and Early Head Start parents who are either married or in a committed relationship. The data from the Office of Head Start has shown a positive correlation between parents who have attended relationship training, and the behavior of their children.

In February, nine Family Service Workers and an SS/PI staff person attended a two-day conference in Auburn, CA on how to help Head Start families achieve financial literacy. These same FSWs will be training the remainder of the FSWs on what they learned at the conference. Financial literacy is an indicator on the new Family and Parent Engagement Framework that the OHS has determined to be an essential outcome for families enrolled in HS/EHS. Over the coming months, we will be working with community agencies to bring this information to parents.

Staff is also gearing up for a variety of community events. The spring and summer are our busy times to be out in the community educating families and the communities about all of the wonderful things HS/EHS has to offer.

Program Support Services Unit Update:

CFS Quality Assurance Unit: As part of the Quality Assurance Unit training plan, new staff attended various training and meetings in Education, Child Plus and Health. Onsite visits to SOP and Delegate programs were done to meet staff and to be familiar with program locations. Quality Assurance Analysts also shadowed Coordinators at their delegate visits and were assigned specific monitoring tasks. Initial meetings with various staff groups were held to solicit input on the development of monitoring systems. QA Unit has started reviewing

all pertinent federal, state and local regulations and verifying information on existing monitoring tools and checklists. Completed worksheets with program indicators, references and procedures will comprise the first working draft of the monitoring process.

SETA Monitoring, Training and Technical Assistance for Delegates: Monthly site visits at each Delegate Agency were held in February. Series of Child Plus webinar training were completed at the SETA office and attended by countywide staff. Delegate-specific training plan for Child Plus utilization is underway with additional follow-up training scheduled in March. Countywide Home Base meeting was held on February 17, 2012 with a speaker from Child Abuse Prevention Council on building cultural awareness. SETA Educational Consultant has been conducting CLASS observations at Delegate Agencies and providing technical assistance on School Readiness Goals (SRG). Coordinators assisted delegates on various program issues that needed SETA guidance and support (examples include accommodating Head Start child with temporary disabling condition, providing health resources, curriculum training for math and other topics). Health Services Advisory Committee (HSAC) spring meeting was held on February 22, 2012 and had full participation by community members and staff.

Elk Grove Unified School District

Education Services Update

Teachers assessed the progress of their students with the School Readiness Screening this month. This screening assesses name writing, alphabet recognition, shapes recognition, counting, and one-to-one correspondence.

Vanessa Ham of EGUSD's Risk Management Department certified all of the teachers in CPR and First Aid at the February in-service training.

Enrollment

The Elk Grove Unified School District Head Start program is fully enrolled with 420 students in the program. Average daily attendance for the month of February was 89%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the PreK social worker, Florence Oneto, and with the PreK psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. There are 40 students with active IEPs being served.

Health Services Update

Program Educators are monitoring files and providing additional support to ensure that children in need of further dental treatment receive those services. Height and weight measurements for each child were completed by the para-educators for the second time this year. Program Educators are in the process of graphing each child's information and contacting parents with health concerns related to underweight and overweight issues.

Family and Community Partnerships Update

"Making Parenting a Pleasure," a class designed to help parents build their parenting skills, was held at Kennedy Elementary School on February 21 and 28. An average of 3 parents attended these classes.

"Latino Family Literacy," a class that focuses on teaching Spanish speaking families specific strategies they can use to assist their children in the area of literacy, was held at Charles Mack Elementary School on February 1, 8, 15, 22 and 29 and at Prairie Elementary School on February 2, 9, 16, and 23. An average of 8 parents attended the classes at Charles Mack and Prairie Elementary Schools.

"Breathe Easy" a workshop designed to help parents understand how to recognize asthma symptoms and triggers was delivered by Breathe California at Kennedy Elementary School on February 8. Two parents attended this class.

Recruitment

PreK registrations continue to take place and students are placed on a waiting list. The Head Start classes are fully enrolled. Each school has a waiting list and families are notified when space becomes available.

Registrations for the 2012-2013 school year are taking place in each of the three regions. Region I, which includes John Reith Elementary, Herman Leimbach Elementary, Charles Mack Elementary, Union House Elementary and Prairie Elementary Schools, registered 75 families. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 48 families. Region III, which includes Barbara Comstock Morse Elementary, Maelola Beitzel Elementary, David Reese Elementary, Franklin Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, registered 30.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2012 -2013 school year.

Sacramento City Unified School District

Program Governance

Reports were given by the Policy Committee members who attended the annual California Head Start Association conference in Garden Grove, CA. The parents shared information from workshops they each had attended. They enjoyed traveling and meeting individuals from other Head Start programs around the State. Some of them stated that the whole opportunity was a life-changing experience. They recommended that if other parents have an opportunity to attend conferences in the future, that they should go.

Education

Teaching staff attended Dr. Theresa Roberts's final presentation on this year's Language and Literacy Development training. The three-part training series and coaching/mentoring support have resulted in improved literacy instruction and assessment of children's learning in all three focus areas: alphabet knowledge, phonological awareness and language/comprehension. Teachers report a noticeable increase in children's letter knowledge and writing skills.

Head Start teachers completed their second round of home visits with their families. During visits, teachers had an opportunity to continue to build strong partnerships with parents; they discussed children's strengths and goals and gathered input from parents on strategies they could use at home to support their children's individual goals.

Early Head Start and Home-Base

SCUSD's home-based program is having excellent turnout at the new and improved socializations. Parents look forward to being involved in their children's individualized experiences and they are active participants. Early Head Start teachers celebrated the completion of their 30 hours of I/T Learning Foundations training with a burrito dinner donated by the Land Park Chipotle!

Mental Health

Distributed social emotional booklets titled, "*I Can Problem Solve,*" and "*I Can Use my Words.*" These booklets were distributed in six languages. Teachers gave a set of these booklets to all Head Start parents during their Parent Conferences in February.

Continued with CSEFEL parenting workshops in English and Spanish – Hiram Johnson

David Aleman, Lauri Mayfield (Resource Teacher) and John Perez attended CSEFEL Top of the Pyramid Training provided through West Ed.

Family Partnership Agreement

Family Partnership Agreement goal setting refresher training was provided for all teaching staff in preparation for their parent conferences in February. During these conferences teachers reviewed goals previously set and offered parents who were not yet involved in this process the opportunity to set goals for themselves.

San Juan Unified School District

Education Services Update

Compilations of the latest CLASS scores began with the help of Susan Landon, SETA Mentor Coach.

The afternoon pilot of Project Based Learning has expanded to the morning classes at the Howe Avenue preschool. The topics began with “Bridges”, and moved to the creation of a “Zip Line” where small objects moved across the classroom in a cup, then transitioned to the current topic of “Travel”. The topical activities were so exciting all children wanted to be included in the fun!

The data collection of the 2nd Desired Results assessment period are complete.

Disabilities Services Update

During January, several SJUSD families left the programs to enroll into Kick Start Kindergarten. During February the enrollment staff was busy filling those spaces and in turn the Screening Center was busy helping families complete the screening process. At this mid-point in the year, after teachers have evaluated assessment data and completed their second round of EGIBA assessment, several students have been referred for special needs screening. The Self Assessment team has completed the classroom checks for disabilities and will be meeting in March to discuss an action plan.

Mental Health Services Update

The Mental Health Therapist participated in parent-teacher conferences to both address specific social-emotional needs of identified children as well as to provide community resources/mental health referral information. The therapist continues to provide interactive training program-wide for parents on Limit Setting, Stress Management, and recently added Kindergarten Emotional Readiness.

Nutrition Services Update

Sacramento will be hosting the upcoming 2012 Network for a Healthier California Statewide Conference on March 5th and 6th. This event will offer something for everyone within the 4 track options: 1. Decrease Consumption of Sugary Beverages & Increase the Consumption of Water; 2. Increase Consumption of Healthier Foods; 3. Increase Physical Activity; 4. Overarching Sessions. There are 1100 registered to attend this free professional opportunity.

Health Services Update

Health is screening one day a week in the centralized screening room. Forms are being reviewed and updated to prepare for the 2012-2013 registration. Health has continued doing dental screenings with Kate Varanelli. These dental screenings will start the second round of classes in March. Eleven children who qualify and who are in need of dental restoration will attend ‘Smiles for Kids Day’. Health Services is following up with the children that have high and low BMI’s. Health is also following up with any children that have a high blood lead level. The nurse attended the Lead meeting to gather Information.

Family and Community Partnerships Update

The Policy Committee budget sub-committee concluded its work with the final presentation by Karen Finley at the February meeting where the grant reapplication and 2012-2013 budget was approved. The Policy Committee was also involved with the annual Head Start Self -Assessment. Various Policy Committee representatives have been going to the chosen self- assessment sites to look at different aspects of the program including but not limited to, indoor/outdoor environment, required postings site safety and facilities and materials. Parents have been helpful and willing in their donation of time for each of these extra endeavors.

Transition Services Update

Howe, Dyer-Kelly, Pasadena, Encina and Dom Way were visited with a focus on Kindergarten registration that included registration packets, transition information, open enrollment and ways to prepare children for Kindergarten. Parents also received books and a take-home transition activity. They had an opportunity to ask any questions on how to register their child at San Juan Central and were informed of their home school.

The Grand Opening of the Dom Way Primary Center was held on Feb.14th. Parents were invited to visit the resource center where they had access to many community resources such as Kinder Transition, WIC, food closet, clothes closet, and School Readiness information. An Intervention Specialist from the Del Paso Family Resource Center attended and will continue to attend once a week to be available for the parents.

Program Support/Staff Training Update

All Child Development Assistants were given the six hour CLASS Overview training. There is an increased involvement in the taking of anecdotal notes and the general participation on the part of the assistants in the classroom activities.

Fiscal Update

February brought to a close the completion of the Head Start and Early Head Start Grant Application. It was submitted to SETA on March 1st. The entire application will be going to the SJUSD Board for approval on March 13, 2012. It was approved by the SJUSD Head Start/Early Head Start Parent Committee on February 16th.

Head Start and Early Head Start as of February are 42% through the 2012 Fiscal Year. Currently both are little overspent, but plans have been put into place to put the programs back on track as of March.

Early Head Start

Three staff members attended the Toddler CLASS training to become certified evaluators. This information will be incorporated into next year's training plan. The Toddler CLASS is not yet a requirement of EHS. Quarterly case management, home visits and parent conferences are now completed. Guiding parents through the enrollment process to transition to Head Start is a big focus of these conferences. Completing the grant for next year is an exciting process, and always more so when it is complete! Continuing to provide excellent services to children and families for another year is our top priority.

Twin Rivers Unified School District

Highlights: challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

Events

February was very eventful with the annual Black History Month celebration. To honor the many contributions made by African American inventors, entertainers, politicians and other noteworthy people, the students participated in special performances for the parents. Each classroom celebrated with dances, songs, poetry and skits to the delight of the parents, community members and staff. Throughout the month, informative posters were displayed throughout the campus which provided the campus visitors with additional facts and reading materials related to Black History Month.

Professional Development

The next district wide professional development day will be on March 30th. Staff will continue training on the implementation of the Enlightened Discipline philosophy. The book's author will again be present for the training opportunity to provide great insight to preschool staff regarding the three rules of Be Safe, Be Clean and Be Kind. Preschool staff also participated in the monthly Education Component meeting with the focus of individualization for lesson plans, parental input for lesson plans as well as the use of DRDP data for the action plans.

Components

The Nutrition Component Leader continues the follow-up on hemoglobin and blood lead tests and the monthly parents and student nutrition activities. Parents participated in a nutrition activity in which the nutrition recipe for delicious and nutritionally valuable apple pie was shared.

The Health Component Leader continues to follow up on screenings and send parents notification for any needed medical information.

The School Social Worker/Counselor continues the Family Partnership Agreement with the incoming families as well as supporting classroom teachers with classroom observations and implementation of behavioral strategies/interventions.

The Component Leader also continues assessing mental health referrals that have been submitted by the teaching staff and parents for social skills and behavior intervention. The social skills and friendship groups continue for referred students who need assistance with anger management techniques and social skills.

The Speech and Language Pathologist (SLP) continues providing speech services to students with speech IEPs.

The Education Component Leader continues to support classroom teachers with file management and classroom strategies. The mid-year DRDP assessments and final home visits were completed by all teachers. The Education Resource Teacher completed CLASS assessments on all of the Head Start classes.

The ERSEA Component Leaders continue enrolling students and maintaining enrollment files. Data input into the ChildPlus, CDMIS and AERIES school databases continues and a wait list has been formed. The component leaders also continue file monitoring to ensure all necessary documents are correctly completed.

Policy and Parent Committees

The Parent Committees at both Supplemental sites held parent meetings. The Policy Committee held the monthly meeting on February 15, 2012. During the meeting, members postponed the action items and discussed fundraising ideas, school picture provider and the See's gift cards. Members received copies of monthly Component reports. The next Policy Committee meeting will be held on March 7, 2012 for the grant application approval.

Parenting

The parenting classes in collaboration with the Mutual Assistance Network (MANN) will begin in March 2012 with childcare also being provided through Child Action. Parents are encouraged to attend the parenting classes.

Fiscal: any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds. Teaching staff completed their final classroom orders based on the results of their ECERS and DRDP-PS action plans.

WCIC

Program Design and Management

WCIC's management continues to value staff development/education, team leadership, team-building, and stability of diverse quality staff.

During the month of February 2012, the Program Design and Management Team had discussions with staff on their definitions and understandings of WCIC/Playmate Head Start Programs' Accountability, Transparency, and Quality Assurance.

Family and Community Partnerships

Family and Community Partnership(s) Development: Ms. Jaramillo, Family Services Worker, attended the Sacramento Lead Collaborative meeting on Thursday, February 23, 2012 from 1:30 p.m. to 3:00 p.m. at the Colonial Heights Library. She shared that language(s) materials would be available in English, Chinese, Hmong, Laotian, Russian, Spanish, and Vietnamese.

Health Screenings

WCIC/Playmate Head Start Program children received their second dental screening and fluoride varnishes from the Sacramento County Smile Keepers Dental Health Program on February 14, 2012 and February 15, 2012.

Operation DETECT Health Fair Screenings in collaboration with WCIC, The Brickhouse Gallery, Sanofi Aventis, Fortitude Health and Wellness, Inc., and Healing Our Village (HOV) is in the planning stage for March 2012.

Early Childhood Education

WCIC/Playmate Head Start Program received “Math Activities” Training by Liz Aguilar, Education Consultant, from Sacramento Employment Training Agency on February 24, 2012. She passed out the Mathematics Handbook from CPIN and asked teaching staff if they preferred literacy or math more. Most of the teachers preferred literacy over math. However, math activities are aligned with the developmental trajectories described in the CPIN, volume 1, Mathematics Domain. The tool is used for understanding trends in child growth and learning. Research has shown when children routinely engage in mathematics in everyday activities, children are more likely to flourish in mathematical development. Early experiences with small number, simple patterns, basic shapes, and nonstandard measurement are the basic building blocks for mathematical achievement. These skills form the foundations for learning algebra, geometry and data analysis in elementary school and are linked to later outcomes in reading and math.

WCIC/Playmate Head Start Programs’ teaching team received weekly Mentor Coaching from Ms. Wanda Baker from the (Grantee) Sacramento Employment Training Agency. She provided the teaching staff with a variety of ways to transition from one activity to another in and out of the classroom. Ms. Baker also demonstrated to the teachers how to communicate effectively with parents/guardians. In addition, Ms. Baker explained the importance of individualizing the child needs and classroom management. Ms. Baker assisted all teachers with classroom management and provided teaching staff with positive feedback. Ms. Baker has a passion in what she shared as well as the showmanship of a Mentor Coach’s confidence and self-esteem. Ms. Baker’s last day was February 29, 2012.

Recent Program Instruction Memos from Administration for Children and Families (ACF)

ACF-IM-HS-12-01 Choosing an External Auditor

Sacramento County Head Start/Early Head Start Delegate Monthly Enrollment Report

February, 2012

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	420	420	100	372	89
Sacramento City USD	1,292	1,309	101	1,106	86
Sacramento Employment and Training Agency	1,874 (2,778)	1,921	103	1,460	78
San Juan USD	700	700	100	558	80
Twin Rivers USD	211	211	100	186	88
WCIC/Playmate Head Start	120	120	100	98	82

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	147	149	101	108	73
Sacramento Employment and Training Agency	345	345	100	260	75
San Juan USD	161	163	101	129	81

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.
- (b) If enrollment is less than 100%, agency must include corrective plan of action.
- (c) Attendance on the last day of month

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 02/29/12)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	20	(9%)	N/A	
Elk Grove USD (420)	40	(10%)	N/A	
Sacramento City USD (1292)(147)	143	(11%)	15	(10%)
San Juan USD (700) (161)	65	(9%)	17	(11%)
WCIC (120)	9	(8%)	N/A	
SETA (2796) (345) (1878 Tracks)	184	(10%)	54	(16%)
County (4621)* (653)*	461	(10%)	86	(13%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start Food Service Operations Monthly Report *February 2012

February 6th - Central Kitchen Visit / Observation Charlene Broomhead, The Hartford Insurance Group.

February 17th - Nedra Court morning Classes closed due to gas left on overnight.

February 20th - Presidents Day Holiday

February 21st - Vineland Center Closed due to School District Schedule.

February 22nd - Non-Student Day All Centers Closed

Meetings and Trainings:

SERV SAFE Training attended by Connie Otwell, Rosa Alatorre and Gabriel Flores on February 7, 2012
Total Cost of Serv Safe Training for 11 Staff \$1,265.

Program Support Services Meeting attended by Connie Otwell February 16, 2012.

Food Service Quarterly Meeting attended by all the Food Service Staff on February 17, 2012

SFS's Strategic Planning Part 2 Meeting attended by Connie Otwell February 24, 2012.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
41,522	25,698	28,322	0

Total Amount of Meals and Snacks Prepared **95,542**

Purchases:

Food	\$76,512.38
Non - Food	\$15,610.27
 Building Maintenance and Repair:	 \$1,050.00
Kitchen Small Wares and Equipment:	\$99.13
Vehicle Maintenance and Repair :	\$2,108.67
Vehicle Gas / Fuel:	\$2,123.71
Normal Delivery Days	20

ITEM VI-OTHER REPORTS (continued)

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- E. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

- F. PUBLIC PARTICIPATION: Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.
